First Name Last Name

[Address line 1]

[Address line 2]

[Address line 3]

[Zip code/ post code]

Phone: [Phone number]

Email: [[email](mailto:jonnydavies53@gmail.com) address]

Date: [Date of writing]

[Company name]  
[Company address line 1]

[Company address line 2]

[Company address line 3]

[Company postcode]

Dear Sir or Madam,

Please find attached my CV in application for a [Job title] position at [Company name].

[Company highlights]

[Personal highlights]

* [Personal highlight 1]
* [Personal highlight 2]
* [Personal highlight 3]

I would now like to apply the analytical skills and technological understanding that I have developed so far to the challenges presented by a career at [Company name]. Thank you for taking the time to consider my application.

Yours faithfully,

[Signature]

[Print name]