Dear Mr/Ms [name]:

I'm writing to express my interest in the recently advertised [position title] role. I believe I could bring valuable skills and experience to [company name] that would make me an ideal fit for this position.

I have [number] years of experience as a [your professional role/title] and in this time I have [briefly outline your experience in current or previous roles and mention key responsibilities and achievements].

[In this paragraph, outline how you specifically fit the requirements of the advertised role and mirror the language used in the job ad].

[In this paragraph, reinforce your unique selling proposition, what you have to offer and why you are an ideal fit].

Thank you for taking the time to consider my application, and I look forward to hearing from you.

Yours sincerely,

[Your name]