



Career Climber

Use the black font and select from the options in red text to customise a letter to your own personal circumstances.

Dear [title and surname of hiring manager],

I am writing to apply for the role of [job title or job reference number] as advertised on Totaljobs. As you can see from my attached CV, I have been successful at [name of current employer] and am now looking to build on these achievements in a [more senior role/bigger company].

During my career as a [name role] I have delivered tangible improvements, including [helping disadvantaged pupils attain/top sales figures/winning and retaining FTSE 100 clients/ implementing systems that saved the business £xx]. I have undertaken extra [responsibilities/training] in the form of [name them] and believe I am ready to step up and perform as [advertised job].

Your [company/organisation] appeals to me especially because [it is a fast-moving environment/I am interested in new technology/ I wish to put something back into society/name the reason] and I believe my skills and ambition are a match for this exciting new challenge.

I am confident that I possess the attributes you are looking for and that my experience to date would prove invaluable to [company/organisation]. I would very much welcome the opportunity to meet you and to discuss my application further.

Yours sincerely,

Your name

Your phone number

