**‘Experienced and Unemployed’ Cover Letter**

Address Line 1,

Address Line 2,

City,

Postcode.

Dear [INSERT HIRING MANAGER’S NAME or SIR/MADAME],

I am writing to express my interest in the [INSERT JOB TITLE] position currently advertised on

[INSERT WHERE YOU FOUND THE JOB AD]; please find attached a copy of my CV for your

consideration.

Having worked within the industry for over [INSERT YEARS EXPERIENCE], I have

developed a wide range of skills that would meet, and exceed, the expectations for the role. My previous employment as a [INSERT JOB TITLE] at [INSERT COMPANY NAME], developed my [INSERT STRONGEST SKILLS]. During my time here I was Responsible for [INSERT MAIN RESPONSIBILITIES].

During my career I have had many note-worthy achievements, including [INSERT KEY ACHIEVEMENT]. I am currently looking for a new role and would relish the opportunity to immediately bring this level of success to your company.

Having extensively researched your company, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel your business would be the ideal place for me to continue my career in this industry and I believe I can be an excellent addition to your team.

If you would like to get in touch to discuss my application or to arrange an interview, you can

contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon. Thank you for your time and consideration.

Yours sincerely,

[INSERT NAME]