

Dear (hiring manager's name),

I am writing to apply for the position of [job role] at [company name], as advertised at [place where you found job listing]. Please find my CV enclosed for review.

With more than three years' experience in the [relevant industry], I believe that I would be an ideal candidate for this job. In my previous role as [previous job name], I demonstrated the organisation skills, creativity and drive that would be well suited to your company. My duties involved liaising with video and graphics departments to coordinate multimedia content, relationship building with external clients and overseeing our marketing output.

As evidenced by my CV, I recently took some time away from the workplace. During this time I went travelling around South America to visit some culturally enriching sights in Brazil, Argentina and Peru. I believe that I am a better-rounded person for having been on this trip and it also gave me an opportunity to further my knowledge of the Spanish language. Having completed my travels, I am excited to return to the workplace and face new challenges.

During my time as [job role], I was responsible for increasing company turnover by 15 per cent, implementing a number of new measures to boost revenue and cut expenditure. I believe that I can display similar financial acumen at [prospective company name], while furthering my knowledge of economic principles.

I believe that I can bring the expertise and determination required for [company name] to continue its success both in the UK and abroad. The role of [inset job title] is not only one that makes me excited to return to work, but also one that I believe is a great fit for my skillset and experience.

Thank you for taking the time to consider my application. I look forward to discussing the opportunity with you further.

*Sincerely,
(Your name)*