

*Dear (hiring manager's name),*

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

*As you can see from my resume, I have recently completed my (exam name), where I achieved (overall grade) while studying (relevant subjects). I believe that the skills acquired during my studies make me an excellent fit for this role. During my time in education, I demonstrated time management skills by juggling exam revision alongside my prefect duties. I also showed leadership skills as part of my role as captain of the school rugby team. What's more, I believe that the ambition and drive I showed when spearheading the Summer Fete charity effort make me a viable candidate for a position at your organization.*

*My work experience role at a local newspaper furthered my enthusiasm for a career in media. As part of this role, I demonstrated my attention to detail by proofreading copy and my ambitious character by pushing for greater responsibility. This was ultimately rewarded through the opportunity to write a small news piece for the paper's website. I believe that my achievements here and the teamwork skills I demonstrate as part of my charity volunteer work would serve me well in your organization's (job name) role.*

*Aside from my professional and academic achievements, my passion for writing would also be helpful for this position. I am a regular online blogger writing about (subject), which I believe shows the level of creativity I could bring to your company. Although only a hobby, I put a great deal of time and effort into each post and furthered my online web design knowledge.*

*With my academic and professional achievements, I believe I can add significant value to (company name). The role of (insert job title) excites me, and I am sure it will provide the perfect starting point for my career in (industry name).*

*Thank you for taking the time to consider my application. I look forward to discussing the opportunity with you further. I can be reached at (your contact information).*

*Sincerely,*

*(Your name)*