**[Example CV Template for an Experienced Professional]**

**[Your name]**

**[First line of your address]**

**[Second line of your address]**

**[Postcode]**

**[Hiring manager/recruiter’s name]**

**[Company name]**

**[Company address]**

**[The date you send your application]**

**[Name of who the letter is addressed to]**

Dear Mr/Mrs/Miss/Ms **[Insert the relevant person’s name, e.g. the name of the Hiring Manager. If unknown, just put Sir/Madam.]**

I am writing to apply for the role of **[Job Title]**, as advertised on **[company’s website/recruitment website].** I believe that with the skills and experience I have gained from **X** years working in the **X** industry, I would be an ideal fit for this position.

I am a driven **[insert name of profession]** who is confident in my ability to **[insert achievement of task].** As **[current role name]** at my current employers, I managed to **[insert quantifiable achievement, e.g. reduced staff absences by 30% over a 2 year period].** I am now looking for an opportunity to **[state intended achievement, e.g. increase brand awareness/reduce staff turnover]** within a **[insert adjective that is relevant for the company e.g. values-driven, innovative or established]** company such as **[insert company name].**

I am confident that with my **[credit control/employee relations/brand management]** experience and my passion for **[human resources/payroll/data analysis]**, I would help **[company name]** gain even more of a competitive edge in the **[name of industry]** industry.

Thank you for considering my application, I look forward to speaking with you soon,

Yours sincerely **[if you know the addressee’s name] /** Yours faithfully **[if you don’t],**

**[Your name],**

**[Contact number]**

**[Signature – not essential but will help personalise your CV].**