

SAMPLE COVER LETTER

Ms Mary Bolggs

1234 Main Street
Anytown , Ireland
087 -123456
no_reply@example.com

31 January 2019

Mr Jones
HR Manager
Company Name
Ireland

Re: Opportunities in Marketing

Dear Mr. Jones

I'm writing in response to your recently advertised position for a [job title]. I am very interested in this opportunity with [company] My experience and formal qualifications make me a strong candidate for the position.

A recent project I completed which aligns with your company vision won a globally recognised award. This was delivered in a fast-paced multinational organisation and involved management of 3 different teams and budgets across Europe and the USA.

Enclosed is my resume that details my experience and qualifications, and how they relate to your position.

I welcome the opportunity to speak with you about this position and how my experience could help [company name] achieve its goals. I am available for interview at a time that suits you and can be contacted on 087 123456 or at no_reply@example.com

Sincerely yours,

Mary Bloggs

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