[Your Name]

[Street Address]

[City, Post Code, State]

[Mobile]

[E-mail]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, Post Code, State]

Dear [Recipient Name],

I am writing in response to your advertisement in [location of advertisement] for a [job title]. After reading your job description, I am confident that my skills and my passion for [heavy vehicles/driving/etc] are a perfect match for this position.

I would bring to your company a broad range of skills, including:

* List the skill and also provide evidence. For example, ‘Strong time management and organisational skills which have been developed throughout my education, and which has ensured high grades throughout my study.’
* [Skill]
* [Skill]
* [Skill]
* [Skill]

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at [mobile number] or by email at [email]. I have enclosed my resume for your review, and I look forward to hearing from you.

Yours sincerely,

[Your name]

Enclosure