[Your Name]

[Your Address]

[Name of Hiring Manager]

[Address of Hiring Manager]

[Date]

[Subject of Letter]

[Body of Letter]

[Introduction] - Outline of role/position you are applying for

[Paragraph 1] - Where you read about job opportunity
            - Your background & suitability for the role

[Paragraph 2] - Highlight your relevant skill set
            - Outline previous relevant experience

[Paragraph 3] - Submit your contact details

[Closing Message]

[Attach CV]

[Signature]

John Martin

17 Sycamore Terrace,

Cork Road,

Tipperary.

Mr. Kevin Power

123 Engineering Ltd.

Industrial Business Park,

Galway.

4th April 2023

Project Engineering Role with 123 Engineering Ltd.

Dear Mr. Power,

I am writing to you in relation to the role of Project Engineer after I saw your advertisement on your company's LinkedIn page and thought I would be the perfect fit.

I have been following your company for a time across your social media platforms and website and believe this is a great opportunity for me. I have completed my Level 8 Bachelor Degree in Engineering from University College Cork and have recently finished my Master's qualification in SETU in Electronic Engineering which leads me to believe that this role is perfect for my skill set.

I have previous experience working in a large company such as your own with ABC Electronics and I have always been a part of a team-based environment where I have previously worked as a Team Lead in this organisation. During this time I received excellent feedback from my colleagues and developed strong communication and goal-setting skills.

I believe my exposure to a fast-paced & dynamic business environment coupled with my specialist education in the required field provides me with the tools necessary to take on the role you have advertised and grow with your company in the future.

Please find my CV attached for consideration for this position or any similar openings you have in the future and please note I can be contacted at 078 - 3229813 or mail@gmail.com.

(Attach CV)

Kind regards,
John Martin