{Full name}

{First line of address}

{Second line of address}

{Postcode}

{Telephone number}

{Email address}

{Date}

{Company name}

{First line of address}

{Second line of address}

{Postcode}

{Opening greeting},

**Re:** {job position applying for} **(Job ID:** {job ID, if applicable}**)**

{First paragraph}

{Second paragraph}

{Third paragraph}

{Final paragraph}

{Closing greeting},

{Full name}.