

JOB APPLICATION LETTER

Applicant's Name: _____
Address: _____
Phone Number: _____
Email Address: _____

Recipient's Name: _____
Company Name: _____
Company Address: _____

Subject:

Application for the Position of [Job Title]

Dear [Recipient's Name],

I am writing to express my interest in the position of [Job Title] at [Company Name], as advertised. With my qualifications, experience, and enthusiasm, I am confident in my ability to contribute effectively to your team.

Professional Background

I hold [specify degree or qualification] and have gained [number of years] years of experience in [industry/field]. My previous roles have equipped me with skills in [list relevant skills], and I have consistently demonstrated a strong work ethic and commitment to excellence.

Motivation and Fit

I am particularly attracted to this role because of [specific reasons related to the company or position]. I believe my expertise in [specific area] aligns well with your company's goals and values.

Legal Compliance and Eligibility

I confirm that I am legally entitled to work in the United Kingdom and can provide all necessary documentation upon request. I understand the importance of adhering to UK employment laws and regulations throughout the hiring process.

Availability and Contact

I would welcome the opportunity to discuss how my background, skills, and enthusiasms can be in line with the needs of [Company Name]. Please find my CV attached for your review. I am available at your convenience for an interview and can be reached at the contact details provided above.

Confidentiality and Data Protection

I understand that any personal information I provide will be processed lawfully and confidentially, in compliance with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.

Closing

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and am eager to provide any further information you may require.

Yours sincerely,

[Applicant's Name]

Applicant's Signature

Date

Signature: _____

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