**Introduction Letter to a potential employer template**

Recipients address

Your address and contact details

Date

Objective: (Insert company name)

Dear (insert full name),

I am writing in regards to the recent job vacancy that I saw on (where you saw the advertisement) on (insert date you saw the advertisement)

Having studied (insert course) I feel that I am an excellent candidate for this role. I have several years of experience in this field. (Insert previous experience) and I feel that my knowledge and expertise would grow within your company.

I am a very hard working, determined person reflected in my previous time in (insert company name) I am certain that I can offer you a fresh, young insight into the world of (insert field name) while I can learn and grown by learning from your experience.

Along with the academics, I believe that I have the ability and capability to be successful within this role.

I appreciate your time to consider my application and I hope to hear from you in the near future.

Yours sincerely,

(Sign and print name)