**Your Name**

Address

**Phone:**

**Email**:

Dearpotential employer (personalize this, make sure you know their name),

**Re: Job Reference (reference number – if given)**

I wish to apply for the [Insert job description nere] position as advertised on the [insert source here]

Let them know what you are doing at the moment. Have you graduated? Are you about to graduate? Let them know about your current situation.

Why do you want a job here? Be descriptive. Ensure you personalise this and ensure that the employer knows that you have done your research about their company.

Through my clinical placements and my volunteer work, I have been able to develop a variety of clinical skills such as:

* [insert skills here – be concise]

What other personal attributes do you have? Drivers license? Relevant memberships?

Create a send off and ensure them they can contact you at any time.

Please feel free to contact me on [phone number], or via email at [email]

Yours Sincerely,

Your name