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| **INSERT YOUR NAME HERE**  |  | | --- | | **Not essential, but you might want to also include a professional profile picture here** | | **Email Address** | |  | | **Telephone No.** | | **Address, City, County/Region Postcode****\_\_****Not essential, but you might also want include links to any professional social media accounts or published articles here** | |  | |  | | --- | | **(recruiter name)** Dear (recruiter name),  I am applying for the role of (insert title of position here).  Following a review of your company website and some additional research into the business's history and values, I am delighted to enclose my C.V. to support my application for this post.  ***Here’s where you list your top three achievements***   * I achieved advisor of the year three-time during a five-year tenure at my current company * I have consistently achieved an average of 24% above targets for the past two years * In my own time, I have gained two industry-recognized certifications to increase my effectiveness in my current role   ***Here’s where you tell them why you are right for the role***  I have the skills and experience you have outlined in the role overview and believe my values and objectives align with those of the business.   * I have five years’ experience working with customers on a face-to-face basis in an advisory role * I have a relevant Degree in business management and finance * I am passionate about the work I do, the industry I belong to, and committed to self-development and learning to ensure I remain up to date with the latest news and trends in our sector   ***Now speak about their company & why you are a good match***  I am passionate about helping individuals find financial freedom, and I place a huge emphasis on delivering beyond my client’s expectations at all times. I, too, believe that by going the extra mile and taking the time to deliver truly personalized service, this is what makes a business and its team stand out as genuine and trusted advisers.  ***Here’s where you make your closing statement***  It is clear from my research that you value the same attributes, and for this reason, I am excited to be making this application with you today.  I look forward to hearing back from you regarding the next steps in the application process.  Yours sincerely,  **INSERT YOUR NAME HERE** | |