**Useful Phrases for job applications**

A person wearing a white shirt

Description automatically generated

**Introductory Paragraph**

* I am writing to apply for the position of... as advertised on the… website
* I am writing to apply for the role you recently advertised in...
* I have been looking for some time for a role that…
* I was instantly drawn to the position because…

**Education / Qualifications**

* recently graduated from... in...
* hold a certificate/degree in...
* am currently studying… at...
* have completed a number of relevant professional courses...
* will graduate this year with a…

**Skills and Experience**

* currently work as… which involves…
* I am currently working for….
* My experience has allowed me to develop…
* have extensive experience of...
* have gained considerable experience in…
* Over the past few years I have successfully…
* In my previous role I…
* As you will see from my CV…
* My skills would be well-suited for the position…
* understand you are looking for someone with….
* Having worked in... I have a high level of…
* This role involved…

**Closing Paragraph**

* In summary, I have the skills, experience and knowledge which make me an ideal candidate for the role.
* I look forward to hearing from you soon.
* Thank you for reviewing my application.