

Dear (First name of recruiter),

Re: Title of role you are applying for

In reference to your recent advertisement on the site 'www.seek.co.nz', I am applying for the position of (title of role you are applying for). Please find attached my CV for consideration.

I am a tertiary qualified xxxxxxxx with xxxxxxxx years experience as a xxxxxxxx. I am looking to join a market leader and become part of a dynamic, innovative team.

Transferable skills that I bring to this role:

- New product development experience from concept to prototyping and validation
- Demonstrated knowledge and experience with
- Analytical thinker with a solutions focussed approach to problems
- Motivated team player able to work autonomously as part of an effective team
- Ability to communicate with people from diverse cultural backgrounds
- Leadership skills
- The ability to work to under pressure, prioritise, complete multiple tasks and work to deadlines

I bring to this role extensive (specific experience related to the role e.g. research and development) experience as well as xxxxxxxxxxxxxx e.g. new product line development, design modification and validation.

It would be great if I can meet with you to discuss how I can add value to this role.

Please feel free to contact me on xxxxxxxxxxxxxx or email me at xxxxxxxxxxxx.

I look forward to hearing back from you

Kind regards,

Joe Blogg

Email: Joe_blogg@gmail.com