

YOUR FULL NAME

City / Town, Province

060 000 0000 | your.name@email.com

[Date, e.g. 3 August 2026]

Hiring Manager / HR Officer

[Company or Department Name]

[City, Province]

Subject: Application for [Exact Job Title] — Ref: [Reference Number if any]

Dear Hiring Manager,

I am writing to apply for the position of **[Job Title]** as advertised on **[where you saw it, e.g. SA Easy / City of Johannesburg website]**. I believe my background in **[your strongest relevant area]** makes me a strong candidate for this role.

In my current / most recent role as **[Job Title]** at **[Employer]**, I have [brief achievement or responsibility that matches the advert]. I am comfortable with [1–2 skills from the job requirements], and I am motivated to contribute to [company / department] in a professional and reliable way.

I have attached my CV for your consideration. I would welcome the opportunity to discuss how I can support your team. Thank you for your time and for considering my application.

Yours faithfully,

YOUR FULL NAME

HOW TO USE THIS TEMPLATE

1. Replace every [bracketed] item with your real details and the exact job title from the advert.
2. Keep the letter to one page. Three short paragraphs are usually enough.
3. Match language from the job advert naturally — do not copy the whole advert.
4. For government jobs: if a Z83 is required, submit the Z83 + CV as instructed. Use this letter only if the advert asks for a cover letter or motivation.
5. Save as PDF with a clear file name, e.g. Thabo-Molefe-Cover-Letter.pdf
6. Never pay anyone to write or submit your application.