

[Prénom Nom]
[Adresse complète]
[Téléphone] | [Email]
[LinkedIn URL]

To the Hiring Manager

Application for [Job Title]

Dear Hiring Manager,

Professional Summary A results-driven [Job Title] with [X years] of experience in [sector], skilled in [key skill 1] and [key skill 2]. Proven track record of delivering [quantified achievement, e.g., 20% revenue growth] by [action, e.g., streamlining operations]. Eager to leverage expertise in [specific area] to drive success at [Company Name].

Key Skills - [Skill 1]: [brief context, e.g., Advanced data analysis with Python] - [Skill 2]: [e.g., Cross-functional team leadership] - [Skill 3]: [e.g., Budget management up to £500k] - [Skill 4]: [e.g., Fluent in English and French]

Professional Experience [Job Title 1] | [Company 1], [City] | [Month Year] – Present • Spearheaded [project/initiative] that boosted [metric] by [X%] within [timeframe]. • Managed a team of [number] to deliver [outcome] on time and under budget. • Implemented [tool/process] reducing [cost/time] by [X%]. [Job Title 2] | [Company 2], [City] | [Month Year] – [Month Year] • [Achievement 1 with action verb and number]. • [Achievement 2 with action verb and number]. • [Achievement 3 with action verb and number].

Education [Degree] in [Field] | [University], [City] | [Year] Relevant coursework: [Course 1], [Course 2]. Certification: [Certification Name] | [Issuing Body] | [Year]

Languages - English: [level, e.g., C1 – Advanced] - French: [level, e.g., Native] - [Other language]: [level]

Technical Skills - [Skill]: [proficiency, e.g., Advanced] - [Skill]: [e.g., Intermediate] - [Skill]: [e.g., Proficient]

Yours faithfully,

[Prénom Nom]