

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]

BBC Bitesize

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position] at BBC Bitesize, as advertised on [where you found the job listing]. With a strong background in [your field/education/experience relevant to the role], I am excited about the opportunity to contribute to a platform that educates and inspires young learners.

During my time at [Previous Company/School], I [describe a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with [specific skills related to the job], which I believe will be beneficial for BBC Bitesize.

I am particularly drawn to this position because [mention something specific about BBC Bitesize that resonates with you]. I admire [specific project or initiative by BBC Bitesize], and I am eager to bring my passion for [related interest or subject] to your team.

I have attached my CV for your review and would be thrilled to discuss how my background, skills, and enthusiasms align with the goals of BBC Bitesize. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Warm regards,
[Your Name]