

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

I am writing to apply for the position of [Role] at [Company name], which I saw advertised on your website. I have four years' experience in customer success for software companies and I would like to bring that experience to your team in Barcelona.

In my current role I look after a portfolio of business clients across Europe, from onboarding to renewal. I introduced a structured onboarding plan that helped new clients start using the product sooner, and I work closely with the product team to pass on feedback from customers. Your advert mentions experience with international accounts and clear written communication, and both are a daily part of my work.

I am particularly interested in [Company name] because of your focus on small businesses, a market I know well from my previous job. I am moving to Spain to join my partner, I hold an EU passport and my Spanish is at B2 level, which I continue to improve with weekly classes.

I could start after a one-month notice period and I am available for interviews online or in person. My CV is attached as a PDF. Thank you for considering my application, and I look forward to hearing from you.

Kind regards,

[Your name]