

Cover Letter Example

Address Line 1
Suburb, State, Postcode

5th May 2017

Dear Mr/Mrs/Ms,

Name is preferred (If no name available: to whom it may concern)

Re: Position – Brisbane (*Position Reference Number*)

Paragraph 1: *Establish a connection with the reader and tell the employer who you are and why you are applying for the role.*

I am applying for the role of XXX advertised on XXX (reference no. XXX) as I believe my background skills and experience are well suited to the role, and it's my objective to obtain a role as a XXX within the XXX sector.

Paragraph 2: *This paragraph outlines what you have to offer and describes your fit to the role, include three points that highlight your specific relevant experience or skills that are asked for in the advert, ensure you are mirroring what they have asked for.*

Based on the responsibilities of the position outlined in the advertisement, I am confident that my ___ years' experience as a ___, and broad knowledge of ___ and ___ would be of interest to your company.

OR: Most recently, I have been employed by XXX in the position of XXX where I have been involved in XXX, XXX and XXX and I believe that these are areas of my background that relate directly to your requirements.

Highlights from my experience and my resume include:

These dot points should answer the major criteria outlined in the advertisement / job description.

- Delivered successful outcomes _____ to reduce costs and increase _____.
- Strong customer focused skills, where various solutions have been successfully provided based on customer requirements and business standards.
- Highly proficient and extensive knowledge of _____, and _____ whilst driving _____ in a large complex, multi-layered work environment.

Paragraph 3: *If you can relate yourself even more to the fit of the role, highlighting relevant achievements, here is your chance to do so.*

Furthermore, having been awarded three nominations for customer and sales excellence throughout my time at XXX in recognition of consistent sales performance, I believe these skills will also add value to the position.

Paragraph 4: *The closing paragraph should state clearly when you are available for interview and thank the reader for reviewing your application.*

An opportunity to interview for this position would be greatly appreciated. I am available any time and can be contacted on 0400 000 000 to arrange a convenient time to meet. I am available to commence in a new role immediately/in x weeks' time.

Best regards,
[full_name]