

*Name
Address
Suburb, State, Post code
Phone Number
Email*

Date

Re: Job Title

Dear X (always address the person by name if possible, rather than "Dear Sir/Madam" etc)

Introduction - Explain why you're writing; why did the role catch your eye, and why are you interested in a new position. Be clear and concise about what attracted you.

Body - Explain what you have to offer the employer. Show that you've truly read the role advertisement by drawing specific parallels between the requirements listed, and your own proven abilities. Don't repeat your resume parrot-fashion; Just interpret relevant pieces of it that you wish to highlight, and illustrate their relevance to the position in question. Ensure that you are supporting your statements with specific examples of achievements if possible, but keep the text reader-friendly (i.e. not too long, and split out if necessary into paragraphs or bulleted lists).

Conclusion - Provide the practical information that the prospective employer/agent will need to know (notice period, availability for interview, and possibly a guide to salary expectations). Thank the recipient for their attention, and specify if you intend to follow up.

Closing and signature

Quick-reference contact number