

[Dear]

**RE: Application for ..... , position, vacancy, ref. no.**

**Identify the role and show your enthusiasm:** *I am pleased to have the opportunity to apply for the position of {write the position name here} with your organisation / business which was advertised {name of the newspaper or website etc. } on {the date}*

**State why you are interested in this position and the RELEVANT skills / experience / personal attributes that may support your application** *i.e. I have enclosed my CV to support my application. In it you will see that I bring the following skills / experience / personal attributes to the position including: **highlight the most relevant skills related to the job description or advertisement. Use brief examples to show how your skills / experience / personal attributes are relevant to the role requirements.***

**Show how much you know about the company and how you could work in this organisation.** *You may have worked in a similar type / size of organisation / business so use examples if you can.*

**Finish on a strong note:** *I would enjoy discussing with you the opportunity of working for your organisation and how my skills / experience / personal attributes are suited to the position. I would be pleased to attend an interview with you and look forward to hearing from you in respect to this.*

Yours sincerely

*'Yours sincerely' if you know the person's name*

(Sign here)

*'Yours faithfully' if you do not know the person's name*

[Full name]

[Address]  
[Suburb]  
[City]

*Your contact details,  
visible and in clear font.*