

## COVER LETTER EXAMPLE

**Name**

Address

Contact information

To &lt;Employer Name / Recruiter Name&gt;

**APPLICATION FOR: POSITION TITLE, REFERENCE NUMBER, EMPLOYER / ORGANISATION**

It is with great interest that I submit my application for the above position. As a capable Project Coordinator, my extensive <specific> experience and <specific> skills would enable me to effectively contribute to this position.

I am confident that I meet the requirements of this position:

- <Address requirements>
- <Address requirements>
- <Address requirements>
- <Address requirements>

You will find me to be efficient, empathetic and self-driven \*target towards role and company, values that are highly congruent with <company / organisation name>. <Information about company / strategic direction, role outcomes>. With these values and expertise, I am confident that I would make a significant contribution to <organisation / company name> / or be an integral part of <company name>.

Thank you for your time and consideration. I look forward to the opportunity to meet with you at your convenience to discuss my application. I can be contacted on 0416 248 953 should you wish to discuss my application further.

Yours sincerely,

**Name**

Contact Information

## COVER LETTER EXAMPLE

<Your name here>  
<Your contact number>  
<Your email address>  
<Your address>  
<Suburb, State POSTCODE>

27 February 2018

**<Hiring manager's name>**  
<Company>  
<Company address>  
<Suburb, State POSTCODE>

Dear <insert hiring manager's name>,

**Re: <insert role title> position**

I am writing to apply for the position of <insert role title> at <Company name>, which was advertised online at SEEK. <Talk about your key skills and experience that would make you the best fit for the role. For example: Top notch sales skills are a must in the fast-paced world of retail and I pride myself as a very effective salesperson>

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

- **<Experience.** Include a sentence on your relevant experience. For example: I have six years' experience working on the shop floor in two highly competitive industries>
- **<Skills.** Here you want to highlight some of your core skills that talk to the key selection criteria for the role. >
- **<Performance.** Promote a key achievement or result you're proud of that relates to the role. For example: In my time at my current place of employment I have signed on 85 new clients and exceeded sales targets by 20% in consecutive years.>

<Talk about why you would like to work for the company and why you'd be a good fit. For example: Company name has been of interest to me since embarking on its mega store approach to retail. This is ideal for 21st century sales of flooring products. I was also impressed with the profile of your managing director Rod Smythe, which I read in the Retail journal late last year.>

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

**Yours sincerely,**

**<Your name>**