

## Example Blank Cover Letter

<Your first name and surname>

<Postal Address>

<Town State Postcode>

<Contact Number>

<Recipients first name and surname>

<Position>

<Postal Address>

<Town State Postcode>

Dear <Sir/Madam or Recipients name>

I am applying for the position of <position name> as advertised in <newspaper/website name, date>.

I am currently seeking <fulltime/part time/casual> employment within the field of <relevant industry> and am particularly interested in working for a business such as yours. Working for <organisation name> where success depends on being <ambitious/proactive/enthusiastic> would give me the chance to develop to my full potential.

I am confident that I could gain much from a career within your business and would like to think that I also have the qualifications and experience to make a valuable contribution to your team. You will see from my enclosed resume that I <summarise resume content – education details and work experience>.

I feel that my employment history demonstrates an ability to <work well under pressure/work well in team environment etc. - use this section to address specific criteria mentioned in the job advertisement>.

I look forward to the possibility of discussing my interest in this position at an interview and would be pleased to supply any other particulars you might require. Thank you for considering my application.

Yours sincerely,

<Your signature>

<Your first name and surname>