**Insert date**

<Hiring manager’s name>

<Hiring manager’s position>

<Company name>

Dear <insert hiring manager’s name>,

**Re: <Application for the Position of Insert job title>­­­­**

I am writing to express my interest in the position of <insert job title> at <Company name>, as advertised on <insert where job ad was seen e.g. SEEK>.

From the information enclosed, I believe you will find a dedicated and hard-working individual (OR use professional in place of individual) with a proven track record <Talk about your main area of expertise e.g. in customer service excellence, OR e.g. in hospitality and hotel management OR as a flexible …>.

In my previous position as <insert job title> with <insert company name>, I successfully <add some information about things you have achieved in this role>. I also spent <X years> at

<insert company name> as <insert role title> where I helped to <add some information about things you have achieved in this role>.

Throughout my career, I have built up a range of skills including strong organisation, time management, planning, multi-tasking and interpersonal skills that would allow me to hit the ground running in this role. I pride myself on my ability to work as part of a team and build relationships with internal and external stakeholders at all levels.

I am currently looking for a new challenge and would relish the opportunity to use my experience to contribute to your organisation. <You could also include some information here about why you would like to work for this company, what you admire most e.g. For example: Company name has been of interest to me as I have always wanted to be part of a non-profit organisation OR due to your leading position in XXX – take a look at potential employer’s company website for ideas>.

I feel confident of my ability to adapt quickly in order to make a valuable contribution to your team.

I would really appreciate an opportunity to discuss this position in more detail and attach my resume for your perusal.

Yours sincerely/ Yours faithfully / Kind regards

**Note:** Yours faithfully if you don’t have the name of hiring manager / Kind regards if you want to close cover letter with something less formal

<Your name>

<Your contact number / mobile>

<Your email address>

**COVER LETTER TIP:**

* Don’t forget to run a spell check on your cover letter and have someone else proof / read over it.