**Reminder to DELETE this message along with all brackets () and example text through this document! Your Cover letter should be no longer than 1 page.**

(Your Full Name)

(Your Phone Number)

(Your Email Address)

(Suburb, State Postcode)

**(Today’s Date)**

(Hiring Manager OR Recruiter’s Name)

(Company)

(Company Street Address)

(Suburb, State Postcode)

Dear (Hiring Manager OR Recruiter’s Name),

Re: (Role Title) Position

(Add a brief sentence/summary here about you and why this role/industry or company interested you. E.g., “I have recently graduated from my HR degree and this role caught my eye to apply as I believe it is a great opportunity to join a well-established organisation to kick start my HR career”.)

I am confident that I would be a great fit for the role of (role title) as my skills, experience and knowledge will assist (company’s name – make sure this is the organisation not the recruitment agency) to reach their company objectives.

* (Add a sentence here on your relevant **EXPERIENCE** and highlight any specific industry knowledge that you could bring to the role. E.g., “I have four-years of experience working in a fast-paced administration role within a professional accounting firm”)
* (Add a sentence here relating to the **SKILLS** highlighting to core skills that are relevant to the role you’re applying for. The trick here is also look at the job advertisement you might identify skills they are looking for that you’re already an expert at! E.g., “Working in a fast-paced environment I excel at delivering high attention to detail while meeting tight deadlines”.)
* (Add a sentence on your **PERSONAL ATTRIBUTES** that helps you prove this role is the right fit for not only you but the company. E.g., “I take extreme pride in being able to identify problems and proactively solve any issues and communicate to those affected appropriately”.
* (Add a sentence based on your previous **PERFORMANCE OR ACHIEVEMENT**. E.g., “In my current sales position I have consistency surpassed the monthly sales KPI by 15% allowing the overall store performance to become in the top five stores in the state”.

I look forward to hearing from you regarding this role and welcome any opportunity to discuss the role further with you and how I could use my skills and experience to benefit this organisation.

Thank you for considering my application for this role.

Your sincerely,

(Your Name)