

Your name
Street details
Suburb S.A. 5XXX
Telephone
Email:

Name of person
Job Title
Organisation
Street details
Suburb S.A. 5XXX

Date

Dear (person's name)

Re: Name of job, job reference number

Begin by saying something nice about the organisation, what it does, its values, services, etc., or something that appeals to you about the position. For this reason I am extremely interested in the advertised position and I'm confident you'll find that I have a range of capabilities which will enable me to make a meaningful contribution to your organisation (or business, or this role).

Following is a brief summary of the qualifications and experience I would bring to this position:

- Identify key attribute from selection criteria and then write a short sentence explaining that you have this attribute
- Well developed interpersonal communication skills and an ability to quickly develop rapport with colleagues and patients (example)
- Another attribute
- Another attribute

A copy of my resume is enclosed (or attached, or follows) for your further information and evaluation.

I look forward to the opportunity of meeting with you during an interview in the near future where I would like to further outline my ability to perform this role to your complete satisfaction.

Yours Sincerely

Your Name