*<Your name here>*

*<Your contact number>*

*<Your email address>*

*<Suburb, State POSTCODE>*

***<Date>***

*<Hiring manager’s name>*

*<Company>*

*<Company address>*

*<Suburb, State POSTCODE>*

**Dear *<insert hiring manager’s name>*,**

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

**<Beginning a career opener example>**

I’m starting out my career in *<insert industry name>*with a strong focus on *<insert relevant technical skill>*. That’s why *<insert role title>* role is so appealing to me.

OR

**<Industry-specific opener example>**

*I’ve always appreciated uniqueness when it comes to homewares, and prided myself on helping others to furnish their homes in a way that tells the unique story of their life. That’s why I was so excited to see the position of <insert role title> at <insert company name> advertised on SEEK*.

OR

**<Company-specific opener example>**

*<Company name>* has been of interest to me since embarking on its mega store approach to retail. I was also impressed with the profile of your managing director <*name*>, which I read in the Retail Journal late last year.

I’m confident that I am a great match for the role of *<insert role name>*, and can use my skills, experience and attributes to help *<insert company name>* reach your goals:

* ***<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.’ Also highlight any specific industry knowledge that you can bring to the role.*
* ***<Skills>*** *Highlight your most important core skills that talk to the key selection criteria for the role, e.g., ‘I have strong written and verbal communication, and I am able to work to tight deadlines.’*
* ***<Attributes>*** *Include any personal attributes that show you are an excellent fit for this specific role, e.g., ‘I pride myself on being proactive. I developed a new training process and accompanying manual for new starters,’ or ‘I’m a strong leader and enjoy motivating my team. I manage three salespeople that have continued to hit targets, month on month.’>*
* ***<Performance>****. Promote a key achievement or result you’re proud of that specifically 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 two consecutive years.>*

I welcome the opportunity to speak with you in more detail 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>**