

Your first name and last name

Address

Mobile:

Email:

Date

Contact name

Organisation

Address

Phone:

Email:

RE: Application for POSITION TITLE/REFERENCE NUMBER

Dear Ms/Mr Contact name,

PARAGRAPH 1 – THE REASON FOR YOUR LETTER, AND SHOWING YOUR ENTHUSIASM

I would like to apply for a position at Barney's Fruit Market. I was really excited to see this opportunity, as I am a regular customer at your store and have always been impressed by the quality of your produce and helpfulness of your staff. I would welcome the opportunity to join your team and help contribute to Barney's mission of providing your customers with the best seasonal produce.

PARAGRAPH 2 – A BRIEF SUMMARY OF YOUR BACKGROUND

I have a strong background in manufacturing and process work, having worked at the Ford Motor Company. My duties included industrial cleaning areas within the plant, stacking and unloading pallets, liaising with internal and external customers and adherence to OH&S policies and procedures. All of my roles have involved working as a member of a team and I pride myself on always approaching my tasks with a team-first mentality.

PARAGRAPH 3 – YOUR KEY SKILLS/STRENGTHS RELEVANT TO THE JOB

My relevant skills and experience are:

- *Experience cleaning in the automotive detailing industry*
- *Certificate II in Domestic and Industrial Cleaning*
- *Proven organisational skills, consistently ensuring all tasks are completed by their required deadline whilst assisting other team members when needed*
- *Ability to communicate effectively with customers, team members, management and delivery staff from a wide range of backgrounds.*

PARAGRAPH 4 – RESTATE YOUR INTEREST AND SUITABILITY, AND THE NEXT STEP

I believe that you will find me to be a highly productive, accountable and flexible team member. I am available to start immediately and would be happy to work across the cleaning, customer service and picking packing areas. I would welcome meeting with you to further discuss my application and suitability for the role.

Yours sincerely,

Signature

First name Last name