

Cover letter example

This checklist has been developed to help you plan for your future and consider your career options.

YOUR NAME
YOUR ADDRESS
YOUR PHONE NUMBER
YOUR EMAIL ADDRESS

DATE

CONTACT NAME
POSITION TITLE
COMPANY NAME
COMPANY ADDRESS

Dear (CONTACT NAME) OR To Whom It May Concern,

Re: POSITION TITLE (REFERENCE NUMBER)

OPENING PARAGRAPH

Use this section to state the reason for the letter - "I wish to apply for the position of POSITION TITLE that is currently advertised on your website/on Seek/in the Geelong Advertiser."

BODY

This section should be used to highlight the skills/experience/qualifications you have that are most relevant to the position you are applying for. Begin the section with an opening statement that provides an overview of who you are - "An experience Administrator I have worked within the Education sector for the past 10 years."

Carefully read the job ad, it should identify the key skills/experience the successful applicant is required to have. Make sure you respond to all of these requirements, and if possible highlight duties you have completed in previous roles that match those of the position you are applying for.

CLOSING PARAGRAPH

This section should be used to confirm the key skills/personal attributes you would bring to the role and highlights your interest in working for the specific employer. To finish the section confirm your interest in attending an interview - "I would welcome meeting with you to further discuss my application and can be contacted at any time on PHONE NUMBER."

Kind regards

YOUR NAME

Questions? P (03) 5225 0700 (Westfield Geelong) E skillscentre@gordontafe.edu.au
Bookings are essential for all workshops, panels, programs and appointments.