[Your name]

[Your address]

[Your phone number]

[Your email address]

[Date]

[Advertiser’s name]

[Organisation]

[Address]

[Email address]

Dear [advertiser’s name if you know it, otherwise use Sir or Madam]

I am writing to apply for the [job title] vacancy [vacancy number] at [organisation], as advertised on [name where].

[One paragraph: Explain your interest in the job and how you will fit into the organisation.]

[One paragraph: Link your experience, skills and qualifications to the job. Use two or three key examples. Research the employer online and show how your skills can be useful to the employer.]

In support of my application I have attached a copy of my CV. It shows that I will bring important skills to the position, including:

* [Bullet-point your skills that are relevant to the position]

I would enjoy having the opportunity to discuss my application with you and how I could use my skills to benefit [organisation name].

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

[Your name]

**[Full Name]**

[Street name, suburb, city, post code]

[Phone number]

[Email address]

[LinkedIn profile or website]

**OBJECTIVE**

[Add details about the type of work, role and industry you would like]

**PERSONAL STATEMENT**

[Add a personal statement. It should include your career goals and show an employer why they should hire you]

**TECHNICAL SKILLS**

* [List technical skills relevant to the job you’re applying for. For example, invoicing, web development or food preparation]

**PERSONAL SKILLS**

* [List your personal skills – also called employability or transferable skills. The top skills employers value are: positive attitude, communication, teamwork, self-management, willingness to learn, thinking skills and resilience. You can use these skills in your CV,  
  or add others.]

**WORK HISTORY**

|  |  |
| --- | --- |
| **[Organisation name]**  [Location]  [Period employed] | **[Role]**   * [Tasks, duties, achievements] * [Tasks, duties, achievements] * [Tasks, duties, achievements] |
| **[Organisation name]**  [Location]  [Period employed] | **[Role]**   * [Tasks, duties, achievements] * [Tasks, duties, achievements] * [Tasks, duties, achievements] |
| **[Organisation name]**  [Location]  [Period employed] | **[Role]**   * [Tasks, duties, achievements] * [Tasks, duties, achievements] * [Tasks, duties, achievements] |

**QUALIFICATIONS**

|  |  |
| --- | --- |
| **[School/institute name]**  [Location]  [Period of study] | **[Qualification]** |
| **[School/institute name]**  [Location]  [Period of study] | **[Qualification]** |

**COMMUNITY AND VOLUNTEER EXPERIENCE**

|  |  |
| --- | --- |
| **[Organisation name]**  [Location]  [Period volunteered] | **[Role]**   * [Tasks, duties, achievements] * [Tasks, duties, achievements] * [Tasks, duties, achievements] |
| **[Organisation name]**  [Location]  [Period volunteered] | **[Role]**   * [Tasks, duties, achievements] * [Tasks, duties, achievements] * [Tasks, duties, achievements] |

**ACHIEVEMENTS**

* [List your achievements and awards]

**INTERESTS**

* [List interests that show you have the skills an employer is looking for]

**REFEREES**

|  |  |
| --- | --- |
| [**Referee’s name**]  [Job title]  [Organisation they work for]  [Phone]  [Email] | [**Referee’s name**]  [Job title]  [Organisation they work for]  [Phone]  [Email] |