|  |
| --- |
| Name  Address  Phone  E-mail |

Date

Dear ……………………

**RE: Insert Position Title**

I am writing to apply for the position of *(insert position title)* as advertised on *(insert source of advertisement eg. Seek)* on *(insert date of advertisement).* I have attached my resume which provides a detailed description of my capabilities and experience.

I aspire for a position that …….

Having previously worked on several projects within the \_\_\_\_\_\_\_\_\_\_ industry I am confident in the skills I have developed so far.

These include *(insert relevant skills)* ……………………..

I have a keen interest in *(insert interest)* which I feel demonstrates my ability to *(insert quality)* and therefore become an asset to your team.

Thank you for taking the time to review my application. If you have any queries please do not hesitate to contact me.

Kind Regards

*(Insert Name)*

*(Insert contact number)*