

## First name Last name – COVER LETTER

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Date

Michael Smith (*Hiring manager/Recruiter*)  
SEEK Learning (*Company you are applying to*)  
15 St Kilda Road, St Kilda, VIC 3000

**RE: Application for <Job Title>**

Dear Michael,

**Opening (3-4 lines):** *Your opening sentence should introduce yourself, and include two or three compelling qualities or facts to highlight your strengths and achievements related to the position. For example, you have X number of years' experience in a relevant field or XYZ skills required to do the job. You can conclude this section with your qualifications/certification and reinforce the skills/projects/experience you have related to the role.*

**Main paragraphs (2 – 3 short and sharp paragraphs):** *In this section, you need to tell Michael about your relevant experience. Ideally, this will be from current or previous employment experience. Alternatively, it could be an industry project from your tertiary studies, volunteer work or experience gained from an internship. Provide two examples and quantifiable evidence of your experience to demonstrate that you can do the job being advertised. Focus on the key skills and requirements listed in the job advertisement. That's what Michael will be looking for. If the company name is provided (not a recruitment agency), you should consider including a short statement about WHY you want to join this company, and HOW you will add value to them. Check out their website to see who they are/what they do/customers/services and mention these!*

**Skills list and core competencies:** *Readers are attracted to bullet points. It's useful to include a bullet point list in your cover letter to highlight your skills and core competencies that relate to the role. If the job advertisement asks for skills in A, B, C & D you can reinforce the fact that you have these skills and competencies in this bullet point list.*

- A
- B
- C
- D

**Final paragraph:** *Your final paragraph should end with impact. Remind Michael about your skills and experience and tell him why you're the best candidate for the job. Don't forget to mention the next steps in the process: "I look forward to discussing my application with you further."*

Yours sincerely,

Your name