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| NameEmailTelephone |

RE: Application for **(Insert Job Title Here) (Date here)**

Dear **(try to find out the name of the person receiving the application),**

As a young and motivated individual, I am extremely interested in submitting an application for **(the job).**

**(Start by listing your education. Got any certificates that are relevant to the job? Maybe an RSA for a bar gig?)** This has given me a range of practical skills that will help meet the needs of this role.

**(Talk about your past work experience. How is this related to the job you are applying for? Haven’t got any? Write about any relevant experiences and the skills you developed as a result, i.e. played a team sport = communication and teamwork skills. Here’s an example:)** *Whilst completing my HSC I worked part-time as a Customer Service Assistant for Kmart. My responsibilities included providing face-to-face customer service and assisting on-the-floor operations such as stock movements and visual merchandising. This position required me to take initiative and problem solve on a continuous basis, whilst working effectively with team members in a professional and fast-paced work environment.*

**(Explain these skills in greater detail with a list like below. This gives your cover letter a more readable vibe)** *With regard to my ability to meet the specific requirements of this job:*

* *Customer Service: Worked four years in a face-to-face customer service environment providing assistance at registers, the lay-by counter and on the retail floor.*
* *Reception duties: Responsibilities at Kmart included answering incoming phone calls and assisting customers with a broad range of enquiries.*
* *General Administration: Certificate II in Business Administration provided me with comprehensive training in the use of skills such as filing, data processing, records management and written communication.*

**(Write about your referees and how they would describe you. Encourage the reader to give them a call to support your statements. Also talk about your motivations in wanting this particular job.)** *My teachers and employers have commended me for my high level of interpersonal skills and naturally engaging personality. My motivations include learning new things and the challenge of meeting key objectives. My current and previous managers can be contacted to provide more information about my ability to meet the needs of this position*.

I believe my motivation, commitment and skills make me a perfect fit for your organisation and this role.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my CV for your consideration. I can be contacted via the details provided above.

Thanking you in advance for your time,

**(Your name)**