

COVER LETTER – EXAMPLE

22nd May 2020

Ms Julie Under
Manager, ABC Aged Care
55 Chapel Street
Adelaide SA 5000

Dear Ms Under,

Re: Team Leader – Staff Wellbeing

I am writing to apply for the position of Team Leader – Staff Wellbeing as advertised. From your website I can see that you are an organisation with a strong focus on service excellence and continuous improvement. I'm committed to developing a successful career within an Aged Care focussed organisation and very enthusiastic about working for ABC Aged Care.

Throughout my career, I have been described as a positive, high-energy force that leads with contagious passion and delivers on goals in the face of entrenched complexities. Underpinning my success is the ability to develop and maintain robust relationships with clients, stakeholders, staff and agencies with leadership skills, innovation and strategic vision.

My organisational development and leadership skills have been strengthened through my experiences in the programs, People Opportunities and ABC Home Care. Over the past five years, I have integrated professional development in Positive Psychology and Wellbeing, into the teams and organisations that I have led.

I am a passionate leader and have strong interpersonal and communication skills. I'm known for my ability to bring people and teams together, and through coaching, training and mentoring, lead them to new and enthusiastic levels of performance.

I would welcome the opportunity to discuss this position with you. I have attached my resume in this application. I am grateful for your consideration and look forward to hearing from you soon.

Yours sincerely

Jan Smith