

# COVER LETTER – SUGGESTED FORMAT

**Insert date**

**Insert name of person**  
**Their job title**  
**Organisation**  
**Suburb SA 5xxx**

**Dear (insert person's name),**

**RE: Name of job, job reference number**

I am extremely interested in the advertised position and I am confident that you will find that I have a range of capabilities which will enable me to make a meaningful contribution to your organisation (or business, or this role). *You may consider including a comment here about your knowledge or understanding of the organisation.*

Following is a brief summary of the experience I would bring to this position:

*Discuss your key attributes (should match the most important aspects of the selection criteria or job description). Make a supporting statement about this attribute. You might need to add another point if you have something to say about this attribute.*

*Another key attribute and supporting point.*

*Another key attribute and supporting point.*

A copy of my resume is attached for your further information and evaluation.

I look forward to the opportunity of meeting with you during an interview where I would like to further outline my ability to perform this role to your complete satisfaction.

Yours sincerely,

Your Name