**Cover Letter Template**

**(don’t forget to remove the title above and yellow highlights before sending)**

Your Full Name

City 0000 VIC

M: 0000 000 000

E: [professional@email.com](mailto:professional@email.com)

Date: 00th Month, 2020

Company Name

Address

Dear Sir / Madam,

**Ref: Job Application (Position Title) ID: ####**

Thank you for the opportunity to demonstrate my ability to bring value to your organisation in the above mentioned position. I am currently seeking a (1 or 2 benefits) role in (type of company / industry) to further advance my career.

I have extensive experience working within (type of company / industry), in roles that have required (skill1) and (skill2) skills to (2 or 3 related to the job tasks required for this job).

In addition to my experience, I am competent in, (doing 3 – 4 other tasks related to this job).

I am also a very (type of worker), who is (describe your attitude towards work and how you approach work). I enjoy (doing 2 – 3 highly regarded tasks that relate to this job).

My qualifications include: (list relevant certificates, qualifications - only.).

Thank you again for the opportunity to apply for this position.

I look forward to meeting with you in the near future to discuss my potential in this role.

Please feel free to contact me on: 0000 000 000 to schedule an interview at your convenience.

Yours sincerely,

Your Full Name