|  |  |
| --- | --- |
| Joanna Bloggs | [Hiring Manager’s Name]  [Her / His Position]  [Name of Company you are applying to]  [Hiring Managers Email Address]  [Todays date]  Dear [Hiring Manager’s First Last Name],  I wish to apply for the position of [insert position that you are applying for] as advertised on [where you saw it advertised].  Your job requirements include:  [List here with no more than 5 or 6 bullet points the specific things that the job advertisement is asking for]  My Experience, Skills, Attributes and Qualifications include:  [List here with bullet points the specific qualities that you have, to be able to fulfill the requirements of the position]  I consider myself to be a hard working and dedicated employee, with a willingness to learn and build on my existing skills and knowledge.  Thank you for taking the time to consider my application. I would be interested in meeting with you to discuss this role at your earliest convenience.  If you require further information, please do not hesitate to contact me. I have attached my resume’ for your consideration.  Kind regards  [Insert your full name] |
|  |
| **Contact Details**  Phone: +61234567890123  Email: [j.bloggs@gmail.com](mailto:j.bloggs@gmail.com)  Address: 7 Miere Place,   Weymouth,   Timbucktwo, West   Sydney |