

First Name Last Name
M: 04XX XXX XXX
E: youremail@gmail.com
252 Peats Ferry Road
Hornsby, NSW, 2077

December 25th, 2018

Hiring Manager First Name, Last Name
Company Name
Company Address

Dear Mr/Mrs Hiring Manager Last Name,

I am writing to apply for the [position title] position at [company] which was advertised on [job board] on [insert date].

I believe that my passion/experience/commitment for [aspect of your field or background], make me an ideal candidate to join the [department] team at [company] to help you solve [key challenge or need identified in the role]. I am [show how you meet the practical requirements of the role - e.g. availability, start date].

As a candidate, here's what I could immediately bring to the table:

1. **An effective [or another adjective] [descriptor that reflects key hiring criteria #1]:** In my role at [previous job], I [action or accomplishment]. I was also able to showcase my [skill] abilities as a [role] in [project name] project by [what you did].
2. **A disciplined [or another adjective] [descriptor that reflects key hiring criteria #1]:** I have always displayed my careful approach to [job duty] by [action]. At [previous company], I frequently [action]. In addition, I had the opportunity to [action or accomplishment], which further shows my dedication to [aspect of your field].
3. **A passionate [or another adjective] [descriptor that reflects key hiring criteria #1]:** Everything I have engaged in so far has all been driven by my keen interest in [aspect of your field]. Even as a [previous role], I made sure to dedicate some part of my day to [action]. It is this passion that has driven every one of my career decisions thus far.

I look forward to contributing my skills and experiences to the [position title] position at [company] and hope to have the opportunity to speak with you further about how I can be an asset to your team.

I look forward to hearing from you,

[Your name]

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<https://zety.com/blog/how-to-write-a-cover-letter>