Shane Kenzler

16 Elsey Rd, Brabham

WA 6055

(DATE)

RE: (POSITION APPLIED FOR)

Dear Sir/Madam (OR NAME OF PERSON TAKING APPLICATION)

Please find attached my resume with reference to an application for the (POSITION BEING APPLIED FOR) role as advertised on (AS APPROPRIATE.)

I am an experienced graphic design, digital media and management professional seeking a position as a front-end developer where I can further develop my skills.

I am structured and organised, highly outcome focused and enjoy working in positive, hardworking teams. I am extremely reliable and take great pride in providing an exceptional standard of service delivery.

My current position is as (AS APPROPRIATE).

I feel I am well suited to this role as I (HERE YOU NEED TO ANSWER THE CRITERA THAT THE EMPLOYER REQUIRES IN AS MUCH **SPECIFIC** DETAIL AS THE ADVERT REQUIRES – IN BULLET POINTS WITH ONE LINE ANSWERS.)

* A
* B
* C
* D
* E

I am currently available with a (ENTER NOTICE PERIOD.)

I look forward to hearing from you and hope I will be considered for interview.

Yours sincerely

Shane Kenzler