

February 5, 2017

Jane Smith
100 Main Rd
Melbourne, VIC 3000
☎ 0401 234 567
✉ name@domain.com

Ms H. Surname
Hiring Manager, XYZ Division
Company Name

Dear Ms Surname,

I am writing to apply for your advertised XYZ positions (12345).

With a background in <details>, I am interested in <position specifics>. I am keen to use X and Y skills to drive <position responsibilities> in the capacity of a <position title> with <company name>.

Focus on additional skills, experience and achievements relevant to the role in this paragraph.

I look forward to discussing my suitability for the role and how my extensive experience and skills can be an asset to your organisation. I have attached my CV for your reference. Thank you for your time and consideration.

Sincerely,

Jane Smith

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