

8 Wattle Street
Enoggera
Queensland 4051

October 8, 2020

Recipient name
Company name
Company street
Company suburb
Company state & postcode

Dear Sir or Madam:

I am writing to you today to formally apply for the position of [role] at your company. I am currently a student at the University of Queensland studying a Bachelor of Engineering (Honours) (Software) and have a current GPA of 6.200.

[Include role-specific information here]

Thank you for your time and consideration.

I look forward to your reply.

Yours Faithfully,

Henry Burgess