



NAME

Address | Phone | Email

Date

Name

Title

Company

Address

Dear (insert name – Mr /Mrs etc.)

I am writing to apply for theposition as advertised As requested, I am enclosing a completed job application, my resumes and references (delete whatever is not relevant).

The opportunity presented for this position is very interesting because
..... (insert your reasons why you want this job, what can you offer the employer – e.g. you've always wanted to work as a team member in a team environment, enjoy working with your hands if a manual labour position etc.).

I am looking for part-time / casual work to help be gain work capability skills so that I can start building my career.

I know that people in this position need to (include what you think e.g. work fast, efficiently and thoroughly, be friendly) and I believe I have the ability to do these. I have experience in (working in teams, customer service) and am keen to experience new things and learn new skills.

Please see my Resume for additional information.

I can be reached any time via mobile on

Thank you for your time and consideration. I look forward to speaking with you about this employment opportunity.

Yours sincerely,

Your Name