Their Name

Their Work Title

Their Workplace

+61 their phone

Their [Name@email.com](mailto:Name@email.com)

Your Name

+61 your phone

Your [Name@email.com](mailto:Name@email.com)

10 DATE 2021

RE: ROLE TITLE

Dear Their Name Surname,

As an experienced ……………………, I am working toward a career in ………………………. in a ……………………… environment. *Title Role* would be an opportunity to apply my current skills in successfully ……………………………

In my current role as a ……………….., I work in ………………… and I have experience in ……………………………………….

Currently, I successfully manage a caseload of ………………, ensuring their needs and responsibilities are met continually. In the past 2 years, I formed new relationships with ………………………….

In 2018, I had the honour of serving the community as a project officer in ………………………..

In my current role I have been working with people from……………………, while continuously educating myself to provide …………………………………

I have also contributed to the wellbeing of the community by offering inclusive events such as …………….., where I created a safe space for LGBTIQA+ people to………………………...

I am an experienced administrator with excellent record keeping in an efficient manner. I worked with …………………………………

In 2018 I initiated a ………………………………….

I have demonstrated my ability to multitask and to work autonomously, by meeting the expectations of an …………………………..

By working with highly traumatised and vulnerable clients, I acquired a well-developed ability to …………………………..

I am an enthusiastic communicator with writing, campaigning and ……………….. skills, …………………………………….

I have a full Victorian Driver’s License and I am an experienced driver. I have no barriers to travelling to ………………………..

I believe that my education and experience make me an ideal candidate for the ………………….. role. Thank you for your consideration, and I look forward to hearing from you.

Yours sincerely,

Your Name Surname