

Your name
123 High Street
SYDNEY NSW 2000
Tel 0408 000 000

Date

Mary Smith
Editor,
The Australian Traveller
Suite 75, 8-24 Kippax Street
SURRY HILLS NSW 2010

Dear Ms Smith,

Aspiring passionate writer who loves writing about travel

Ever since I can remember I've written stories about faraway places. I would love the opportunity to work for you and the chance it would give me to realise my ambition to become a professional travel writer.

Please accept my application for the position advertised on SEEK for a Junior Travel Writer/ Web Editor.

I have just graduated with a journalism degree from the University of Western Sydney and am eager to take on a challenging role that gets me started on my career path. I am enthusiastic and have used my writing skills as a regular contributor to my high school and university magazines. I write a regular blog about things that interest me and through my blog and Facebook I have developed a passion for web design and content.

During school holidays I've worked as a receptionist, in customer service and have done administrative tasks in a small office such as filing, banking and even cleaning when required. But my obsession is travel and I get away at every opportunity. Travelling as a family we have visited almost all of the key tourist destinations throughout Australia. My last trip was in a camper van exploring North Queensland ... I have some great stories to tell!

I'm confident that I am a perfect fit for this job and you would not regret hiring me as I would never let you down. I'm reliable, honest, hardworking and not afraid to take on new assignments and challenges.

I hope you give me the chance for an interview. I look forward to meeting you and convincing you that I am the right person for this job ... one who will make a valuable contribution to Australian Traveller.

I have attached my resume and a story about my favourite place in Australia titled 'Jabba Jabba.'

Yours sincerely,

(your signature)

(Your name)
0408 000 000
job@hunter.com

PS: I am available for an interview at any time convenient to you and thank you for taking the time to read my application. This is my dream job and I'm excited by the prospect of doing what I love to do. I look forward to hearing from you soon.

William Builder
14 Construction Place
South Brisbane QLD 4141
M: 0404 555 444
T: 07 5454 5555
E: w.builder@email.com

[Date]

Sally O'Hara
Recruitment Coordinator
Build It P/L
47 Fedtree Road
Brisbane QLD 4100

Dear Ms O'Hara

Re: BL234, Builder's Labourer position

Please accept my application for the Builder's Labourer position advertised on Seek on 2 October. I believe my experience and qualifications would make me a valuable addition to the Build It team.

I currently work part time at Wentworths Construction Pty Ltd where I am responsible for general construction tasks and some clerical work. I enjoy the work, but am ready for a full time career in construction.

My referees can vouch for my positive attitude and strong work ethic. I have proven myself to be adept in leading and working with teams of people as a member of the State Emergency Service, President of the South Brisbane Community Softball Club and Coach of the junior softball team.

I am well qualified for the role advertised. I recently completed my Certificate II in General Construction and hold a valid Blue Card and LR licence. I am fit and healthy and also own a car.

I have enclosed a copy of my resume for your consideration. Thank you for your time and I look forward to your reply.

Yours sincerely

(sign here)

William Builder

Rachael Bradley
222 Bakers Road
North Sydney NSW 2060
T: (02) 8888 3333
M: 0418 444 333
rachael.smith@email.com.au

(Date)

Mr Bradley Ferguson
Kale & Hart Publishers
220 Patterson Road
Sydney NSW 2000

Dear Mr Ferguson,

**Talented and highly skilled graphic designer with exceptional eye for detail
and flair for the original**

I have recently completed a Bachelor of Design in Visual Communication at the University of Technology Sydney. Your advertisement for a Graphic Designer on seek.com.au caught my eye. I am talented, highly skilled and have all the qualities you are looking for!

In my current position at Crash Media, I started as a part-time junior designer and within 12 months was promoted in charge of the graphic design for two monthly magazines. I was responsible for layout, pre-press and the preparation of print files working closely with the senior editor, production staff and printers.

I am highly proficient in Adobe CS Suite on both Mac OS7 and Windows 8. I am able to work under pressure to tight deadlines and ensure the work is produced at the highest level. In particular, I have extensive experience designing magazine pages, advertisements, brochures and flyers.

I enjoy working in a creative team and have the ability to communicate with managers and colleagues alike as my referees can confirm. As such, I believe I can make a significant contribution to your publishing team.

My resume and design portfolio containing samples of my work are attached. My complete portfolio will accompany me to an interview. I look forward to meeting you soon.

Yours sincerely,

(sign here)

Rachael Bradley

Sally Smith
32 Leonard Avenue
Canberra ACT 2600
M: 0410 000 000
E: sally.smith@ozmail.com

[date]

George Lanson
Human Resources Coordinator
RCFA jobs
PO Box 000
Example ACT 5622 October 200

Dear George

RE: Volunteer Programs Coordinator position

Following our telephone conversation this morning, please accept this letter and my attached resume as application for the Volunteer Programs Coordinator position at RCFA, advertised on seek.com.au.

I am a streetwise, eager and experienced graduate working to help underprivileged children. I know I can bring a lot of energy and fresh ideas to this role. I admire the work that RCFA does and have followed the 'Dream for One Day' project closely on the website. This job looks like a fantastic challenge and I feel that my skills and experience make me an ideal match for the role.

My campaign experiences at World Vision, UNICEF and Roseville Children's Hospital include:

- Developing and overseeing marketing campaigns for fundraising events
- Researching issues, writing press releases and maintaining good relations with the media
- Managing information efficiently in databases and spreadsheets.

This has resulted in many successful awareness campaigns and over \$150,000 raised for the Children's Hospital.

I have strong people skills and am able to get along with people from all different backgrounds, skills which were necessary when I organised fundraising events with more than 100 attendees and pursued marketing/PR campaigns in the national media. I'm professional, presentable and diplomatic, with an eye for detail while keeping view of the big picture. You will not regret hiring me.

Please let me know if you need any more information and I hope to hear from you soon.

Yours sincerely

(Sign here)

Sally Smith

Trisha Sinclair

17 Petersvan Road Carlingford North SA 5992 Mobile: 0407 888 777

Email: trisha.sinclair@hotmail.com

Date

Iris Thompson
Manager
Green Cafe
14 Polygon Avenue
Saddledale SA 5810

Dear Ms Thompson,

**Customer focused waitress with great attitude and outgoing personality.
Willing to work weekends and holidays**

It was good speaking to you on the phone this morning. As discussed, I am writing to submit my resume for casual and part-time waitressing roles at Green Cafe. I'm a Year 10 student at Carlingford High School available to work shifts all weekend and after 3.30 pm on Mondays, Wednesdays and Thursdays.

In the past I have enjoyed dining at the Green Cafe and admire the efficient, friendly and polite staff there. I believe my friendly and approachable nature and my strong work ethic would make me a valuable addition to the team.

I am a good communicator, have initiative and am cool-headed in stressful situations. I'm also a team player, as demonstrated by my achievements in the school netball team. My ability to speak conversational French may be of use with your customers.

I enclose my resume and look forward to hearing from you soon. I am available to attend an interview at any time convenient to you.

Yours sincerely,

(Sign here)

Trisha Sinclair

p.s. When you meet me you will be impressed by my personality and attitude. I look forward to meeting you and thank you for this opportunity.

Holly Bennington

Columbia University Center for Japanese Legal Studies • 1-6-15 Nishi Shinbashi, Minato-ku, Tokyo •
105-0003 090 3723 2632 • E-mail: holly_japan_law@hotmail.com

Date

White & Case LLP
Kandabashi Park Building
19-1, Kanda-nishikicho 1-chome
Chiyoda-ku, Tokyo 101-0054
Japan

Dear [specific name individual]:

I am currently a third-year law student candidate at Columbia School of Law, and I am writing to express my interest in obtaining a summer internship position with White & Case, LLP. I would like to become a part of your Japanese tax-law internship program.

I would enjoy the opportunity to work within an organization such as White & Case, LLP, and participate in tax-compliance and research projects. My qualifications are based on a combination of my education, global experience, and legal skills. My strongest qualification comes from having spent more than a semester here in Tokyo studying Japanese tax law through Waseda University while also gaining professional experience and polishing my skills in Japanese. I previously studied for a semester at Kyushu University, Fukuoka City, Japan.

My successful academic work at Columbia Law and Manhattan College further demonstrates the research skills needed for the position. Soon after entering the Columbia law program, I spent a semester as a research assistant at the Columbia School of Law Center for Public Interest Law.

Through constantly interacting with diverse people and performing multiple tasks under time constraints, I have gained three essential qualities to succeed in this fast changing global marketplace: a strong sense of responsibility, a problem-solving mindset, and team spirit.

I would appreciate the opportunity to discuss a future with your firm, and include my resume for your consideration. Thank you for taking the time to review my application and I look forward to hearing from you soon.

Sincerely,

Holly Bennington

p.s. I have made a career commitment to international tax law. I strive to learn more, while pursuing excellence and personal growth. You will not regret hiring me for your internship program!