

Example Cover Letter Template

Margaret Robbins
325 Second St
Ocean View, NSW, 2019
mrobbins101@gmail.com
0412 345 678

14 September 2014

Watermark Search International
350 George Street, Sydney NSW 2000

Dear Madam/Sir

Ref: Position Title, Organisation, Ref no.

With a track record of increasing market share, product offerings and profitability, I am pleased to submit my application for the role of (Title) with (Organisation). I am confident that upon review, you will find that the innovative strategies I have employed in past roles demonstrate my particular suitability for this role.

Comment [PG1]: Brief personal introduction

My greatest strengths are consistent with those identified in the material provided are:

- Experience in the identification of new markets and opportunities, both nationally and internationally.
- Proven ability to develop partnerships that are profitable and cement essential strategic alliances.
- Demonstrated success in consistently increasing productivity and reducing costs.

Comment [PG2]: Using selection criteria from the advertisement or Position Profile, briefly list relevant experience/suitability

Having enjoyed the challenges of my current role for a number of years, this opportunity presents itself at a time when I am eager to apply my skills in an exciting new context. (Organisation) strikes me as a business that realises the importance of motivating teams to embrace challenges as opportunities; this is the very approach that has driven and defined my career. I would be in a position to commence this role after providing my current employer 4 weeks' notice.

Comment [PG3]: Describe your motivation for the role and availability.

I welcome the opportunity to discuss the role with you, please don't hesitate to contact me on 0412 345 678.

Sincerely,

Margaret Robbins