Date Your Name

Your Address

M:

E:

Name

Title

Company

Via email:

Dear ……………….,

**Position Your applying for**

It was with great interest that I saw your advertisement for the above position on Seek recently and am delighted to present my application for your consideration. With extensive experience in the ……………… sector, this position would give me the opportunity to add value to your company by combining my sector knowledge, as well as engaging my …………….. skills to optimise results.

I consider there to be a strong alignment between the type of job title you are seeking in this role and my value proposition to an employer. It appears that you are seeking an experienced Position Title who can outcome you deliver, as well as someone who contributes to the overall team culture. I am keen to align my career with my passion for …………………………. and contribute to the success of a business and feel the skills I have that contribute to this role include:

*[this is where you choose the top 4 capabilities they have highlighted in the advertisement and marry up your experience with the capability. Mention the skill and then briefly demonstrate where you have gained that skill. Examples are given below*]

* **Leadership**: Previous experience leading teams operating in a highly competitive, fast paced and ever changing environment having had responsibility for the largest team in my current role of up to 50 staff, leading them through a change management project to implement a new customer management system;
* **Sales** Strong track record for building successful relationships with retail partners, developing successful commercial arrangements for both having successfully managed key accounts for companies such as X, Y and Z;
* **Customer Service**: significant customer service experience in the retail sector having won several awards for outstanding customer service at XYZ;
* **Technical Skills**: having contracted for several organisations I am highly adaptable and have a strong foundational skillset using Word, Powerpoint, Excel, customer management systems and sales databases such as ……….;

[Mention why you would like to work for that company to show that you’ve done your research and are genuinely interested] What interests me in working with your company is your focus on delivering an outstanding customer experience by continuously investing in innovative ways to deliver your service. I thrive in a role where I am able to contribute to innovation and would love the opportunity to bring a different perspective to your team.

Thank you for your time and consideration and I look forward to hearing from you to see if we can make a time to discuss this opportunity further.

Yours sincerely,

Your Name

**Template 2 – This is a Seek Template**

<Your name here>

<Your contact number>

<Your email address>

<Your address>

<Suburb, State POSTCODE>

**27 February 2018**

<Hiring manager’s name>

<Company>

<Company address>

<Suburb, State POSTCODE>

**Dear <insert hiring manager’s name>,**

**Re: <insert role title> position**

I am writing to apply for the position of <insert role title> at <Company name>, which was advertised online at SEEK. <Talk about your key skills and experience that would make you the best fit for the role. For example: Top notch sales skills are a must in the fast-paced world of retail and I pride myself as a very effective salesperson>

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

* **<Experience.** Include a sentence on your relevant experience. For example: I have six years’ experience working on the shop floor in two highly competitive industries>
* **<Skills.** Here you want to highlight some of your core skills that talk to the key selection criteria for the role. >
* **<Performance**. Promote a key achievement or result you’re proud of that relates to the role. For example: In my time at my current place of employment I have signed on 85 new clients and exceeded sales targets by 20% in consecutive years.>

<Talk about why you would like to work for the company and why you’d be a good fit. For example: Company name has been of interest to me since embarking on its mega store approach to retail. This is ideal for 21st century sales of flooring products. I was also impressed with the profile of your managing director Rod Smythe, which I read in the Retail journal late last year.>

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organisation.

Thank you for considering my application. I look forward to hearing from you.

**Yours sincerely,**

**<Your name>**