

Sample Cover Letter

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UNIVERSITY OF
TECHNOLOGY

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10 July 2018

Ms Chloe Smythe
Recruitment Manager
Australian Broadcasting Corporation
GPO Box 9994
Sydney NSW 2001
jobs@abc.net.au

Dear Ms Smythe,

I am writing to apply for an Industry Based Learning position with the Australian Broadcasting Corporation commencing second semester 2018, specifically the position in the New Media and Digital Services division (Ref 7897-IP). I am enthusiastic about working for the ABC as it is involved in competitive edge developments and uses advanced technology to support its programs. Currently, I am a second year Bachelor of Design (Multimedia Design) student and enjoy every aspect of the course. My interest, enthusiasm and competency are reflected in my consistently good results.

The course at Swinburne University of Technology has given me a sound grounding in many aspects of computing. Most relevant to my potential work at the ABC are the subjects Design for Multimedia, 3D Animation and Special Effects. In addition, I have designed and created websites for Imagine Reality and Channel 31, using web authoring tools such as Dreamweaver, Flash and Fireworks. I have also created storyboards to set out the content and to determine the most appropriate places to use 3D modelling, digital video, and audio media throughout the sites.

My project work involving web development with Blue Chip Computers best illustrates both my capacity to take on an advanced level of responsibility and my high standard of work. In addition to the attributes requested, my strengths include the ability to mix with and relate well to others, demonstrated by my role as President of the Swinburne Student Association.

In support of my application I have included my resume and academic transcript. I look forward to further discussing my application further with you in an interview and can be contacted on 0444 123 123.

Yours sincerely,

Kim Mitzy

Australian Broadcasting Corporation

The ABC has two Industry Placement / Industry Based Learning positions for 2018. The applicants will work with our state of the art facilities and assist with web development and web authoring of our electronic publications, mainly in the creation of 3D animations. The positions are in the division of New Media & Digital Services (Ref no 7897-IP).

We seek to recruit skilled, energetic, achievement oriented candidates. The ABC needs applicants who are committed to high quality performance and can accept a high level of responsibility.

To be eligible you must be enrolled in an IC&T degree (or equivalent), have successfully completed at least two years of your degree, be available for one year full time work, commencing in January 2018.

Before applying visit our website to understand the scope of the positions at the ABC: www.abc.net.au/jobs.

To apply, email your resume and cover letter to Ms Chloe Smythe, Recruitment Manager at jobs@abc.net.au

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Do NOT use header or Swinburne logo.
Remember that your cover letter needs to be tailored
to the role you are applying for.**