*Full name*

*Corresponding address*

*Company address Date: \_\_ / \_\_/ 202X*

Dear Sir/Madam,*(****Tip****: make an effort to know who the hiring manager is by calling the company)*

**APPLICATION FOR THE POSITION OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I am writing to you to express my interest in the position of \_\_\_\_\_\_\_\_\_\_ as advertised in \_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_.

I am \_\_\_\_\_\_\_\_\_\_(*a business graduate / computing graduate / design graduate / science graduate / an engineering graduate / a student / a final year student*)\_\_\_\_\_\_\_\_\_\_ from Swinburne University of Technology and I am confident that my experience and skill set would enable me to make a significant contribution to \_\_\_\_\_\_\_\_\_\_(*the future company name*)\_\_\_\_\_\_\_\_\_\_.

(***Tip****: In this paragraph, briefly explain why you are interested in the company based on your own research*)

Of all the companies in the field, \_\_\_\_\_\_\_\_\_\_(*the future company name*)\_\_\_\_\_\_\_\_\_\_ is certainly the one that interests me most because it matches my work styles, passion and outlook. Your recent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (***Tip****: Google-search the company for its recent achievements/good news*) inspired me to write to you today.

(***Tip****: In this paragraph, put a strong focus on how your work achievement and employability skills will benefit your future employer. Refer to the job descriptions in a job advertisement to apply insights of 3 most significant behavioural and technical skills, for example, planning, teamwork and problem solving*)

As an intern / part-time employee at \_\_\_\_\_\_\_\_\_\_(*the company name*)\_\_\_\_\_\_\_\_\_\_, I gained experience in *\_\_\_\_\_\_\_\_\_\_(job tasks or job descriptions)\_\_\_\_\_\_\_\_\_\_*. I have always displayed good planning approach to job tasks by creating achievable timeline to accomplish given projects. I learned new exposures with my team members until we achieved to increase team efficiency. My initiative in creating solution-focused tools has helped the company achieve greater productivity. (***Tip****:* *Focus on successful projects that will benefit the new employer*). I also have significance experience in \_\_\_\_\_\_\_\_\_\_ (***Tip****:* *Name at least 3 areas that you have mastered as a result of your studies and work experience e.g. design, analysis, research and implementation*).

I appreciate your time reviewing my application and an enclosed resume, and I’d love to attend an interview at your convenience and look forward to hearing from you soon. I can be reached at *\_\_\_\_\_(mobile number)\_\_\_\_\_* or [emailaddress@email.com](mailto:emailaddress@email.com). Thank you for your time and consideration.

Yours faithfully, (***Tip****: sign off with “Yours sincerely,” when you’re addressing the hiring manager by name*)

(**YOUR FULL NAME**)