[Your Name]

[Address]

[Suburb and postal Code]

[City]

[Phone]

[Email]

[Date]

[Employers Name]

[Address]

[Suburb and postal Code]

[City]

[Phone]

[Email]

Dear [Name],

[A sentence or two telling the employer the vacancy that your applying for and how did you find out about it].

[A paragraph about your current situation and a broad overview of your career to date. The employer should work away with a general sense of your background and skills]

[A paragraph providing deeper detail on your experience and skills and looking for an opportunity to connect it to the persons business. The employer will start getting a strong sense of what you have to offer]

[A sentence that directly connects to the vacancy and the business. There is an opportunity to write some short bullet pointed sentences on your core skill that is particularly valuable for the employer]

* Strong retail experience etc
* Supervision of staff…..
* ……..
* ……..
* ……..

[A sentence that is a call for action that connects you to the business…I would enjoy having the opportunity to discuss my application with you and how I could use my skills to benefit your organisation.

[A sentence thanking the employer for considering your application]

Your Sincerely

(remember to sign)

[Your name]