**COVER LETTER TEMPLATE**

*<Your name here>*

*<Your contact number>*

*<Your email address>*

***<Date>***

*<Hiring manager’s name>*

*<Company>*

*<Company address>*

*<Suburb, State POSTCODE>*

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

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

**Example opening**

I am interested in this opportunity because <*highlight why the position, company and/or industry appeals to you>*

**Example body**  
I’m confident that I am a great match for this role and can use the following skills, experience and attributes in the <role title> position.

***Summarise your relevant experience.***

*E.g., I have over 10 years Project Management experience across a range of industries including banking and superannuation.*

***Highlight the key skills and knowledge required for success.***

*E.g., I have strong stakeholder management skills and an in-depth understanding of payment systems.*

***Promote personal attributes related to the company values.***

*E.g., I have a collaborative leadership style and have successfully motivated large IT teams to deliver projects on time and budget.*

***Demonstrate performance.***

*E.g., The Head of Payments sent me a thank you email after the successful system integration project I delivered went live and acknowledged my stakeholder management, leadership, and problem-solving skills.*

**Example closing**

I welcome the opportunity to discuss my relevant skills and experience further. Thank you for considering my application. I look forward to hearing from you.

**Yours sincerely,**

**<Your name>**