

JOB APPLICATION LETTER

Applicant's Name: _____

Address: _____

Phone/Email: _____

Recipient's Name / Hiring Manager: _____

Company Name: _____

Company Address: _____

Re: Application for the Position of: _____

Dear Hiring Manager,

I am writing to express my interest in the position advertised by your company. With my skills, experience, and dedication, I am confident in my ability to contribute effectively to your team and help achieve your organisational goals.

Qualifications and Experience

I hold relevant qualifications and possess practical experience in the field, including [briefly specify relevant qualifications, certifications, or training]. My previous roles have equipped me with the ability to undertake responsibilities with professionalism, attention to detail, and a strong work ethic.

Skills and Competencies

My core competencies include excellent communication, problem-solving abilities, adaptability, and the capacity to work both independently and collaboratively. I am proficient in [list relevant software, tools or methods], and committed to continuous professional development.

Legal Compliance

I confirm that I am eligible to work in Australia and understand all obligations relating to employment under Australian law. I am prepared to comply fully with workplace policies, health and safety standards, and any legal requirements relevant to the position.

Closing

I would welcome the opportunity to discuss my application in more detail and explore how I can contribute to your organisation's success. Please find my resume attached for your review. I look forward to your response and thank you for considering my application.

Yours sincerely,

[Applicant's Full Name]

Applicant's Signature

Date

Signature: _____

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