**COVER LETTER TEMPLATE**

Full Name

Address

Phone

Email

Date

**RE: Application for your Senior Brand Manager position as advertised on Seek**

Dear FIRST NAME,

Thank you for taking the time to read this cover letter and accompanying resume in consideration for your XXX position at XXX.

My name is Jill Henderson, and I have ……… Write an introductory paragraph summarising who you are and your experience to date. Keep this four to five sentences long. Next write,

If I may I’d like to draw your attention to my experience that I believe is highly relevant for your position.

* List the experience you have and achievements that is relevant to the role you are applying too.
* Do this in dot form. Be concise and relevant.

FIRST NAME, I hope this insight into my background is compelling and relevant as I’d welcome the opportunity to have a conversation with you directly. I am keen to learn more about your organisation and the role and whether I could be a good fit. I have also included a link to my (LinkedIn profile, Website, Recent Award, Speaking Engagement, Testimonials), if you are interested in reading and learning more about me. The link(s) are below.

I hope to hear from you soon.

Kind regards,

FULL NAME

Include Links