

Name of the Hiring Person
Company
Address

Date

Dear (Name as above)

Re: The job you are going for

My name is (insert your name) and I am writing to apply for (the job you are going for). Please find my curriculum vitae attached. I am currently undertaking my (whatever year of study you are doing or whatever you have finished doing). I believe that my enthusiasm and strong work ethic along with my communication skills will allow me to directly contribute to your company. I am eager to learn and I am confident that my driven personality and ability to self motivate will ensure that I am able to thrive during the challenge of the job.

I pride myself on maintaining a strong academic performance whilst still maintaining (all your activities) and an active social and family life. Following my High School Certificate in (year) at (your school), I achieved a UAI of (your UAI if applicable), which allowed me to apply and be accepted into a degree of (your degree), the degree I had been passionate about doing for three years prior. Throughout my degrees, I have maintained a steady (your average marks i.e credit average), alongside a job and many extracurricular activities. I consider this 'balancing act' a result of hard work and dedication and I am eager to apply this same ethic to (the job position you are applying for).

(If you haven't had a similar job) While I have never worked in the industry before, I do not see this as a hindrance to my prospective career. I have experienced many challenging roles in several industries and feel that this has given me life experience that will also be useful in the future. During my employment at (your last job) I have gained valuable skills in communication and assertiveness. Further, through execution of client and company (or simply employee) meetings, I have improved my analytical skills as I need to think spontaneously and solve problems with a minimal outlay of time. In addition, I am learning the value of a team in the work place as I work alongside other employees. I firmly believe that working in such a vibrant and team-oriented company has given me a broad range of skills that could be implemented in any work situation, and I am looking forward to utilizing these skills as a (the job you have applied for), while still remaining aware of the extensive areas I am yet to experience and I am keen to continue my learning in this regard. My other employment opportunities have been varied but inevitably have involved customer service objectives and thus they have allowed me to refine my communication skills as well as my ability to cooperate and thrive in a team environment.

My extracurricular activities include playing (sports you play), playing social Frisbee and volunteering at (a nursing home, meals on wheels etc). I feel this is mutually beneficial for them and for me, as I find the atmosphere of kindness and happiness at the centre to be very rewarding. I have also just begun Toastmasters, as I like to challenge myself and I know there is always room for improvement in public speaking!

I was enthused to note that (the company) is such a dynamic place to work and I was greatly attracted to your company's culture. I regularly go to (the company's) website and read the articles and updates.

(Optional)I am considerably interested in Travel and I have been fortunate to travel to many destinations world wide.
(Optional) As I have grown up, I have become more and more interested in Asia and have been to China, Hong Kong, Vietnam and the Philippines numerous times to explore the parts that most people do not see. This has allowed me to gain greater understanding of different cultures.

Thank you for considering my application, I look forward to discussing this opportunity further.

Yours Sincerely,

Your name