

Allen C Brown
13 High Street
GLENELG S.A. 5045

Telephone: (08) 8945 6189

Date

Ms Joan Smith
Personnel Officer
ABC Pharmaceuticals
41 Alphabet Street
ADELAIDE S.A. 5000

Dear Ms Smith

REFERENCE (If applicable)

First paragraph - Nominate the job for which you are applying, using the description given and the source and date of your information. Give details of any contacts with the organisation.

Second paragraph - Highlight the extent to which you match the requirements of the advertisement or job description, for example qualifications, experience, qualities, capabilities, skills, etc.

Third paragraph - Outline any further points in your favour, related to the job and mention the attached resume.

Fourth paragraph - Mention your interest in the firm, the job, the prospects and/or your reasons for applying.

Fifth and final paragraph - State your availability for interview and request an appointment to discuss your application.

Yours sincerely

ALLEN BROWN

* Note that you leave at least one blank line in between each paragraph.