

# Sample Application Letter

My address

My phone number and / or email address

(leave 2 - 3 blank lines)

Date

(leave 2 - 3 blank lines)

Name of the person the letter is being sent to (with title – Mr/Mrs/Miss/Ms)

Title within the organization

Name of the Company

Postal Address

SUBURB STATE Postcode

(leave 2 blank lines)

Only if  
advertised

Paragraph 1:  
What do you  
want?

Dear Mr/Mrs/Miss/Ms.....

**Position:** e.g., **Public Relations Officer (Reference No. Pr/08/01)**

I am applying for the Public Relations Officer position within your department, advertised in the Public Services Notices of 10 August 2003.

I possess the skills and knowledge for the position of Public Relations Officer with the Australian Farming Systems Organisation. I am seeking a company that strives for quality relations and values staff development and initiative. *(Research the company and mention the key areas the company focuses on – this shows your interest in the company)*

As indicated in the accompanying resume and selection criteria, I offer the following qualifications and experience to the Public Relations and Information Services Section:

- ✓ **Bachelor of Arts (Public Relations & Communication)**
- ✓ **Marketing Experience**
- ✓ **Public Relations Project Skills**

Paragraph 2:  
What do I have  
to offers?

*(Now expand a little on these points)* I will graduate this year with a Bachelor of Arts, majoring in Public Relations and Communications from the University of Southern Queensland. As part of this degree, I have recently completed a 6-month project on ..... and gained skills and experience in..... In addition to this, I have fulfilled the position of Marketing Assistant with the Toowoomba Art Museum in a casual capacity. My role within this position was to.,..... and .....

I am a motivated professional with a variety of skills and experience. My personal qualities reveal excellent teamwork and leadership skill, a high level of initiative and creative energy. I look forward to the opportunity of meeting with you and discussing my suitability for the position further. I am available for an interview at your convenience and can be contacted on Ph: my phone number.

Yours sincerely

Paragraph 3:  
Bonus skills, attributes and  
experience. See Graduate Skills and  
Attributes Handout for key words.

My name (and title)