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08 May 2014

Clare Dot
HR Manager
Company Name
85 Macquarie St
Hobart, Tasmania, 7000

Re: reference number 123456

Dear Ms Dot,

I wish to apply for the position of Office Manager as advertised on SEEK on 30 April 2014. The job reference number is 123456.

I have enclosed my resumé to provide you with an overview of my experience and training. I have ten years experience working in administration and have a solid commitment to providing quality customer service. I have recently completed my Bachelor of Business Administration and have my Certificate IV in administration. My most recent position has provided me with 2 years supervisory experience as a team leader of three staff members.

I am interested in working for a company like [Company Name] as I believe I can offer a service that is in line with the company's values. I also believe that I have the commitment and drive to succeed in a position such as this one.

I would be very pleased to discuss my application further with you at your convenience. I can be contacted on 0555 555 555 or via email at jbrown@jcitizen.com.au [do not use a work email address if you do not wish to be contacted at work]

Yours sincerely,

[Sign your name here]

John Brown