First name Surname

Address

Suburb State Postcode

Phone / Mobile

Email

Date

Attn: Human Resources

Central Highlands Regional Council

PO Box 21

EMERALD QLD 4720

To Human Resources,

Please accept my application for the XXXX Position (Position No XXXX) as advertised on the Central Highlands Regional Council website (XXXX alternate location).

I am an experienced (profession), currently working in a (role title) role. I have (number) years’ experience in (profession or specific work area). I am interested in the position because….

Insert a short summary demonstrating how your skills, knowledge and experience make you the perfect fit for the role.

**Mandatory Position Specific Requirement 1**

(Insert your response to Mandatory Position Requirement 1)

**Mandatory Position Specific Requirement 2**

(Insert your response to Mandatory Position Requirement 2)

**Mandatory Position Specific Requirement 3**

(Insert your response to Mandatory Position Requirement 3)

**Desirable Position Specific Requirement 1**

(Insert your response to Desirable Position Requirement 1)

**Desirable Position Specific Requirement 2**

(Insert your response to Desirable Position Requirement 2)

(Please address each position specific requirement of the role you are applying for. Some roles may have less/or more requirements than listed above)

Please find attached my resume which provides detailed information about my skills, knowledge, experience and qualifications together with my responses to each key selection criteria. I look forward to hearing from you soon. I am available for an interview at your convenience.

Yours faithfully,

First name Surname