

APPLICATION LETTER – EXAMPLE 1

Helen Murphy
22 Smith Street
HIGHGATE HILL QLD 4078

4 November 1999

Mr Robert Cunningham
The Manager
JAD Pty Ltd
P.O. Box 457
VICTORIA PARK QLD 4134

Dear Mr Cunningham

Your advertisement for a Bookkeeper and my skills seem tailor-made.

One of the criteria mentioned was advanced skill with MYOB. I have recently completed the Diploma of Business from Southbank Institute of TAFE and I used MYOB extensively throughout the course. In addition to my course work I have had considerable experience using MYOB through my volunteer position as Treasurer, Brisbane State High School P&C Association. I initiated the transfer from a manual accounting system to MYOB and undertook the successful implementation of the project.

In my current role as a casual Cashier for Woolworths, I am responsible for counting and banking all takings, preparing pays and reports to management. As this is the second biggest Woolworths store in Queensland, I am always busy but take pride in completing my duties accurately and on time.

Apart from work and volunteer duties I am actively involved in Netball as a player and coach and have played in statewide competitions for the past five years. I am also the team manager for my son's soccer team.

I believe that your company sells sporting equipment. As an active sportsperson, I have extensive knowledge in this area. I feel this, plus my background in bookkeeping, would be an asset to your company.

I have attached my resume and academic record for your information. I am available for an interview at any time and can be contacted on 3234 5987.

Yours sincerely

H Murphy

Helen Murphy
Encl.

APPLICATION LETTER – EXAMPLE 2

Jonathan Flanagan
47 Boundary Road
WEST END QLD 4101
Telephone: (07) 3256 8877

Wednesday 3 November 1999

Ms Valerie de Louse
Human Resource Director
The Heritage Hotel
GPO Box 2929
BRISBANE QLD 4001

Dear Ms de Louse

I wish to apply for the position of *Food and Beverage Attendant*, as advertised in the Courier Mail on 30 October 1999.

I am currently studying towards a Diploma of Hospitality Management Southbank Institute of TAFE, and I will complete my studies at the end of November this year.

The Heritage has a reputation as one of the finest hotels in Brisbane and I believe that my experience in Food and Beverage in the following five star establishments has prepared me to meet your high quality service standards - Sheraton Hotel and Towers, Dockside Apartments and the Brisbane Convention and Exhibition Centre.

I also regularly work at private functions and restaurants including Sirocco's Restaurant, Michael's' Restaurant, Southbank Catering Company and Coffee Club, West End.

Through my three years of hospitality experience, I have gained skills and qualities in the following areas -

Skills

- a la carte service
- table d'hôte service
- guèridon service
- function and banquet service
- communication skills – cross cultural
- customer care and service skills
- basic cashiering and money handling

Qualities

- impeccable presentation
- reliable
- honest
- flexible
- dedicated
- ambitious
- hospitality focused

Complete details of my education, employment history and experience are attached, along with copies of my references. I would be pleased to attend an interview, and can be contacted on (07) 3256 8877.

Yours sincerely

Jonathan Flanagan

Jonathan Flanagan
Encl.

APPLICATION LETTER – EXAMPLE 3

Thomas Martin
123 Runic Terrace
HOLLAND PARK QLD 4076
Telephone: (07) 3822 0987
Mobile: 0411 456 789

3 November 1999

Mr Kevin Connor
Personnel Consultant
Rover Communications Pty Ltd
5567 Moggill Road
TOOWONG QLD 4064

Dear Mr Connor

Are you looking for someone committed to the industry? Two years ago I made the decision to pursue a career in the IT industry and since then I have steadily worked towards that goal.

I am enthusiastic about the position of PC User Support Officer you advertised through the Student Employment Service at Southbank Institute of TAFE as I have nearly completed a Diploma of Information Technology. I am looking to take the next step in pursuit of a career in the industry by obtaining an entry-level position.

In the past nine months I have been studying the same skills that your advertisement indicates you require - User Needs Analysis, Help Desk Procedures, PC Management, and LAN Installation. Through my part-time position as a computer operator with Waldoff Industries I have been able to apply the knowledge acquired from my studies in a 'real' work environment.

I have a particular interest in your company because a neighbour of mine is employed by Rover Communications and has always commented on the excellent atmosphere, training and development opportunities, and innovative personnel. This sounds like the type of company that I would like to start my career with.

Enclosed is my resume and a reference from my supervisor at Waldoff Industries.

Even though my resume will give you some idea of my qualifications, it cannot reflect my personality and communication skills, which would appear to be key selection criteria for this position. I would be happy to attend an interview so that we can discuss my application for this position further. I can be contacted on 0411 456 789.

Yours sincerely

T Martin

Thomas Martin
Encl.

APPLICATION LETTER – EXAMPLE 4

Georgina Rantega
14 Walker Road
LOGAN QLD 4256
Telephone: (07) 5567 8907
Mobile: 0412 432 765

Ms Maryanne Hawker
Senior Civil Engineer
WCB Industries
1234 Leichhardt Street
SPRING HILL QLD 4004

Dear Ms Hawker

Please accept my application for the position of *Civil Design Drafter - Roads* as advertised through the Student Employment Service at the Southbank Institute of TAFE.

Just think, your search for a Road Design Drafter may be over –

- I have six years overseas experience as a Road Designer.
- I am proficient with the use of AutoCAD 14 and 2000.
- I am currently employed as a contract Civil Drafter (Roads) and am available to start with just one week's notice.

Since commencing contract work in Australia over two years ago I have familiarised myself with the various civil engineering standards used in Queensland.

Projects I have worked on using Australian standards include -

Client	Project
Department of Main Roads Gold Coast City Council	North South Urban Arterial Road Brisbane – Beenleigh Road (Schneider Rd – Boundary St)
Department of Main Roads	Enhanced Road Condition Project (As built drawings) D'Aguilar Highway

To update my skills I have been undertaking part-time studies at Southbank Institute of TAFE and have completed my Certificate in Applied Science (AutoCAD). I am currently studying towards an Advanced Diploma of Engineering - Civil.

I am confident that my qualifications and experience will meet your requirements and that I would be an asset to the civil engineering team at WCB Industries. I have enclosed my resume for your consideration and I would like the opportunity to discuss my application with you further. I can be contacted on 0412 432 765.

Yours sincerely

Georgina Rantega

Georgina Rantega
Encl.