**(Example cover letter)** Your first and last name

Your address

Your contact phone number

Your email address

Your LinkedIn profile

Date Month/Day, Year

Address your letter to the Hiring Manager or contact person listed on the advert at Austin Health

**RE: Job title (#job reference number), as advertised (include date)**

Dear [contact manager’s first name], or Dear Hiring Manager (if unsure!)

You are writing in response to the recently advertised position of… Be sure to include the job title and reference number, also, where it was advertised. This only needs to be 1-2 sentences at most.

Next discuss why working for Austin Health appeals to you, mention the [vision and values](https://www.austin.org.au/strategy-vision) that you best identify with. Also, which skills from your previous workplace are key to supporting your interest in this role.

Include information about further skills you have developed during your working life that support your application with this role. Aim for 2-3 sentences and around 5-6 lines.

What passion do you have that supports your application for this role? Explain this in 5-6 lines eg passion for patient outcomes.

Tell them about yourself. Can you work independently and as part of a team? How do you manage in high pressure situations? Are you flexible, responsible, punctual, of value to the team?

Finally mention something like - Thank you for the opportunity to apply and that you look forward to hearing back from them soon.

You can end your cover letter with something like Yours sincerely or Kind regards.

Include your name to sign off.