**<Your Name>**<address>

<phone>
<email>

<date>

<Name and address of employer>

**Re: <advertised position>**

Dear Sir or Madam,

I am replying to your advertisement in the New York Times in which you seek a suitably qualified person to fill the role of Manager/Boss/CEO in your Corporate Services Division.

I have over 15 years <boss & management> experience across a range of industries including commercial, healthcare, resources, and Defence. While my resume provides a general outline of my work history, problem solving abilities, and some achievements, I have taken the time to summarise my applicable skills for you in the table below. I hope this allows you to use your time effectively today.

|  |  |
| --- | --- |
| **Your requirements:** | **My Experience and Skills:** |
| <list the selection criteria; or if no selection criteria, list your reasons for applying, perceived requirements of the rols and interest in this role> | <describe your relevant experience. Use numbers and details as much as possible>*<in italics, list one qualification or credential which is relevant to the role>* |
|  |  |

My career includes experience in a variety of positions and a range of industries, all of which have required me to take a strategic view and consider downstream impacts to develop and implement systems. My success in this has been achieved through developing good working relationships, providing credible communication, direction and advice, considering the views of others and providing feedback when required. My strong interpersonal communication skills and ability to work as part of a team have contributed to my success.

I believe my experience, technical skills, and behaviours make me an ideal candidate for the position and would welcome the opportunity to discuss the role at an interview. I can be contacted via email (<your email address>) or on <your phone number> if you should have any questions.

Yours faithfully,

<Your Full name>
*[Sent electronically]*