*Example* of Covering Letter Layout

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<Insert your First Name and Surname>

<Insert your postal address and contact details>

Phone: Mobile: Email:

<Insert date>

Manager Organisational Development,
Mareeba Shire Council

recruitment@msc.qld.gov.au

To Whom It May Concern:

I wish to apply for the position of <Insert Position Title>, that was advertised on/in <insert where the position was advertised> on <insert date advertised>.

**Background**

<Provide brief background on why you have applied for the role>

**Qualifications**

<Enter the details of your education, training, qualifications, tickets and licences and how they are relevant to the position>

Knowledge, Skills and Expertise

<Enter the definitions of work experience / tasks you have performed which relate to the position and the details of the tasks / duties you undertook that demonstrate your skills>

**People Oriented Skills and Attributes**

<Enter the details of the personal characteristics you possess that would make you successful in this role>

Please find my resume attached and I look forward to hearing from you soon.

Yours sincerely

<Sign your name>

<Insert your First Name and Surname>

*Example* of Resume Layout

**Please note: You may use your own resume layout if preferred**

<Insert your First Name and Surname here>

<Insert your postal address and contact details here>

Phone: Mobile: Email:

RESUME

OBJECTIVE / PROFILE / BACKGROUND

<Insert your career objective / profile or background>

EMPLOYMENT HISTORY

<Insert the period of employment> <Insert the name of the Employer>

<Insert the job title>

<Insert the details of the position held, role, responsibilities, duties or achievements>

EDUCATION / PROFESSIONAL DEVELOPMENT

<Insert title of qualification> <Insert institution name>

<Insert the date attained>

COMPUTER SKILLS

<List specific computer skills you have acquired if they are required elements for a position>

LICENCES

<Insert Licence title> <Insert Licence number>

<Insert Issuing authority> <Insert expiry date>

ADDITIONAL INFORMATION

<Insert any further relevant details to support your application which may include the following>

* <Associations>
* <Interests / Activities>
* <Voluntary activities>
* <Citizenship>
* <Language>
* <Travel>
* <Availability>

REFEREES

<Insert name of referee, position title, company name and telephone number>

<Include the details of at least 3 referees>