

Candidate Name

A: 5544 Pviation Drive, Melbourne, 3217

M: 0400000000

E: candidate@live.com.au

7th March 2019

Dear Sir / Madam

Re: Application for XXXXXX , X12345

It is with great interest that I wish to submit my candidacy for the position of xxxxxx.

I believe my extensive work experience and varied qualifications combined with my business acumen would enable me to perform this position to a high level.

My current role as a Sales Specialist with Blah Blah Blah has allowed me to continue to hone my excellent sales skills. I believe that this role in conjunction with my project management and marketing experience and extensive renovation and design experience would allow me to benefit your organisation whilst continuing to build on my current knowledge base.

I am an excellent team player however I also embrace the opportunity to work autonomously as evidenced by the success of both my own company and the successful management of other companies. I have had the privilege of working closely with people of varying ages and backgrounds which has further enhanced my exceptional communication skills. With a mature and professional attitude, my work history demonstrates evidence of my consistent quality customer service, proven ability to undertake multiple tasks and the ability to work effectively in high-pressure situations.

I have proven success in marketing and promotions of businesses and products and building sales to achieve both national and international success. This demonstrates my commitment to continuously delivering high end results and also evidence of my dedication to achieving goals.

I look forward in discussing the position further with you and would relish the opportunity to demonstrate my potential for this position.

Sincerely,

Candidate signature