Dear [name]:

I have been researching your company with great interest and would be very keen to learn of any opportunities for employment with you. I believe my skills and experience could be a great match with your organisation’s initiatives and culture. [In your opening, if you can draw any personal connection, such as a personal recommendation, recently attending one of their events or talks, or even reading about their company in the news, do so.]

As a [insert your role title/function] with [number] years of experience in the sector, I believe I could make a valuable contribution to furthering your company’s success and goals. [Briefly outline your experience and emphasise any skills and strengths that would benefit the company. Mention any projects you’ve worked on that relate to what the company does.]

My career highlights include:

* [insert achievement – Example: “Saved XYZ organisation AUD$200,000 by implementing a best practice ABC system in a 6-month timeframe”]
* [insert achievement]
* [insert achievement]
* [insert achievement]

I have been very excited to learn about [cite some development, project or aspect of the company that appeals to you and demonstrates your knowledge of the company. Now explain how you would contribute to the company’s projects, put forward an idea or demonstrate how you can help the company grow.]

I believe that my experience would make me an ideal fit for [company name]. I have attached my resume to provide more information about my background and would appreciate the opportunity to discuss how I may be able to contribute to your organisation. I will call you next week to arrange a time to meet at your convenience, but please do not hesitate to contact me at [insert email address and mobile number].

Kind regards,

[Your name]