

Template 3: Letter of application

Home Address

Date

Ms. Mary Jones
Principal
XYZ Primary School
Albany,

Dear Ms. (Principal's Name)

I am interested in applying for

As you can see from my resume, the

I would very much like an opportunity to.....

Yours sincerely

Your Signature

Jo Blogs

note spacing & arrangement

Use name whenever possible

State the purpose of the letter and identify position

Sell yourself. Match your skills and experience to the requirements of the jobs. ... point out qualifications and relevant background

Explain what you would like the next step to be.....arrange for an interview