|  |
| --- |
| emailaddress@domain.com |
| Phone number |
| Suburb, State |

**<insert date>**

**Dear <insert hiring manager’s name>,**

**Re: <insert role title> position**

I am writing to apply for the position of <insert role title> at <Company name>, which was advertised online at <insert employment site>. <Talk about your key skills and experience that would make you the best fit for the role. For example: I believe with my relevant experience, compassionate nature, I can contribute to your team's goal of delivering high-quality care.>

I currently hold the <Your Qualification> completed <work hours> hours of service earlier this year at the <previous or current workplace, if any>. My daily duties included <List tasks and responsibilities relevant to the position you are applying for. For example: organizing social activities, assisting in the hygiene of elderly clients and participating in their daily food preparations.>

<Include any additional experiences and showcase your passion for the aged care sector. For example: I've been caring for my elderly grandmother for the past two years, which has given me more experience in general nursing and care. Being my grandmother's daily companion and keeping an eye on her welfare has taught me the value of this service. This is when I decided to pursue a career as an aged care worker.>

I have attached a copy of my resume for your consideration. Please contact me if you have any questions.

I would enjoy having the opportunity to talk with you more about this position.

**Yours sincerely,**

**<Your name>**