

COVER LETTER

Dear Lauren,

Re: Advertised Position – Deputy Director of Nursing

Please accept my application for the deputy director of nursing position advertised recently. As someone with over seven years' experience in aged care with a proven ability to manage both patients and staff, I believe I would be an ideal candidate for the job. I have a genuine passion for always bring an enthusiastic 'can do' attitude to my work. I have worked as a relief deputy director of nursing, and during that time I've been in

PURPOSE

A cover letter serves as an introduction to your resumé. It demonstrates why you want this job, rather than a job. It needs to make a good impression and highlight your relevant skills.

FORMAT

Like a resumé, your cover letter must be easy to read and in a standard business format. This includes:

- Single sided on A4 page.
- Standard font and size.
- Clear paragraphs with wide margins.
- Australian English (no slang or typos).

CONTENT

- Ensure your letter is targeted to the organisation and position that you are applying for.
- Use standard business letter layout – your address, phone number and date, recipients address.
- Address the letter to a specific person if possible.
- Indicate the purpose of the letter and the specific job you are applying for .
- Why you want this job and what you could bring to it.
- Comment on how your skills and experience could be valuable to the position.
- Indicate your intention to follow up or your willingness to be contacted. Thank the reader for their time.
- Close with 'Yours sincerely', 'Yours faithfully', or something similar.
- Sign the letter (if it is a hard copy).