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## Writing a covering letter for a job application

This presentation offers an example of how to write a covering letter for a job application. The first example is an application for an entry-level casual part-time position. The second example is an application for a permanent full-time professional position. You may find this Free School presentation useful if you are a scholarship applicant.

# The Free School



## Applying for scholarships: How to write a professional email

[free@thefreeschool.education](mailto:free@thefreeschool.education)

<https://www.youtube.com/watch?v=5p7pPHHD2tE>

21 November 2016

**Ms. Katie Queen**  
**25 Success Street**  
**Sydney NSW 2000**

**Mr. Ravi King**  
**Human Resources Manager**  
**Target Australia Pty Ltd**  
**Broadway Shopping Centre**  
**NSW 2000**

Re: Casual retail work for the New Year period

Dear Mr. King,

Please find attached a copy of my curriculum vitae to support my application for employment as a casual retail assistant during the forthcoming year-end and New Year season.

I am passionate about working in retail. My long-term career objective aims to secure full-time work in this sector after I complete my Commerce degree at Western Sydney University. My studies major in marketing and management and I am on course to graduate in July 2017.

I worked at Kmart Wollongong during the year-end and New Year period in 2014/2015 and 2015/2016 and enjoyed this role. Kmart placed me in the Women's Apparel Department during my first stint and in the Homeware Appliances Department during my second term of employment. These duties exposed me to all facets of customer service and product merchandising.

I have a proactive 'can-do' positive attitude and work-ethic. I am flexible with my availability and can work on any any days, including overtime if required. Furthermore, I am able to cover peak periods and staff absences at any other stores in the Greater Sydney metropolitan region.

Thank-you for considering my application. I look forward to hearing from you in due course.

Yours sincerely,

**Katie Queen**

12 December 2016

**Dr. Conchita Gomez**  
**Department of Film and Media**  
**The Free School**  
**conchita@thefreeschool.education**

**Dr. Tim Hanks**  
**17 Oscar Street**  
**Brisbane QLD 4000**

Re: Lecturers - Continuing (Courier Mail, 10 December 2016)

Dear Dr. Gomez,

Please find attached a copy of my curriculum vitae to support my application for the role 'Lecturer - Continuing'. This vacancy is a precise match with my current career objective which aims to transition from casual- to tenured-lecturer in the Department of Film and Media at this School.

I exceed the three selection criteria. I hold a Doctorate by research from the Australian National University. Furthermore, seven of my works have been published in peer-reviewed academic volumes during the past three years. In March 2016, my doctoral thesis was published as a scholarly monograph by Allen & Unwin. I have accrued four years teaching experience as a casual lecturer at this School's Department of Film and Media between 2013 and 2016.

The Department of Film and Media at The Free School is my foremost choice to develop my academic career and this explains why I relocated from Canberra to Sydney to work as a casual at this School. I regard this school's *Critical Film Theory Journal* to be the premier journal in this sub-field and I have enjoyed working as a sub-editor for its Board since 2011.

I commence the Graduate Certificate of Education on a part-time basis at this School in January 2017. I am committed to developing my pedagogical skills and making a positive contribution to this School's global reputation for teaching and research excellence.

I look forward to hearing from the Selection Panel in due course.

Yours sincerely

**Tim Hanks**