[Street Suburb State Postcode] | Ph: [Phone number] | Mob: [Mobile number]

E: [Email] | LI: [LinkedIn]

[First name] [Last Name]

**ATTENTION:** [Name] [Date]

[Company Name]

[Street Address]

[Suburb State Postcode]

Dear [Name]

RE: [Subject]

[Body of letter]

* [Skill] – [Description]
* [Skill] – [Description]
* [Skill] – [Description]
* [Skill] – [Description]
* [Skill] – [Description]
* [Skill] – [Description]

[Body of letter]

Yours Sincerely,

[Name]