

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Position]
[Department/Agency Name]
[Address]
[City, State, Postcode]

Dear [Recipient Name],

I am writing to apply for [specific position or grant] within [specific department or agency] as advertised on [where you found the application]. With my background in [your field or expertise], I am eager to contribute to the ongoing success of the Queensland Government.

In my previous role at [Your Previous Organization], I successfully [describe relevant experience or achievement]. This experience has equipped me with the skills necessary to [mention relevant skills related to the position].

I am particularly drawn to this opportunity because [explain your interest in the position or the government's work]. I believe that my knowledge of [specific relevant area or topic] aligns well with the goals of [Department/Agency Name].

I have attached my resume and any other required documents for your review. I would appreciate the opportunity to discuss how I can contribute to your team and look forward to your response.

Thank you for considering my application.

Sincerely,

[Your Name]