

[Your Name]  
[Your Address]  
[City, State, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Position]  
Queensland Police Service  
[Office Address]  
[City, State, Postcode]

Dear [Recipient's Name],

RE: Application for [Position Title/Reference Number]

I am writing to formally apply for the position of [Position Title] with the Queensland Police Service as advertised [where you found the job posting]. I am enthusiastic about the opportunity to contribute to the safety and security of our community and believe my skills and experiences make me an ideal candidate for this role.

[Paragraph detailing your relevant backgrounds, such as education, work experience, and skills that apply to the position. Mention any specific achievements that demonstrate your suitability for the role.]

I am particularly drawn to this position because [explain why you are interested in the role or the organization]. I am committed to upholding the values of the Queensland Police Service and am eager to collaborate with your team to achieve positive outcomes for the community.

Thank you for considering my application. I look forward to the opportunity to discuss my suitability for this role in further detail. I am available for an interview at your convenience and can be reached at [your phone number] or [your email address].

Sincerely,  
[Your Name]