

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Company Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for the Queensland Water Commission (QWC) position as listed on [where you found the job posting] on [date]. I believe my skills and experience align well with the requirements of this role, and I am excited about the opportunity to contribute to your team. I hold a degree in [Your Degree] from [Your University] and have [number] years of experience in [relevant field or industry]. My background includes [specific skills or experiences related to QWC], which I believe will be beneficial for this position.

I am particularly drawn to this role because of [specific reason related to QWC or the position], and I am eager to bring my expertise in [mention relevant skills or experiences] to your team. I am committed to [any relevant value or mission related to the organization], and I believe my contributions can help further those goals.

Attached to this letter, you will find my resume detailing my qualifications. I look forward to the possibility of discussing my application in more detail and hope to share how I can contribute to the ongoing success of the Queensland Water Commission.

Thank you for considering my application. I can be reached at [your phone number] or [your email] should you require any additional information or wish to schedule a meeting.

Sincerely,  
[Your Name]