

****[Your Name]****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

****Admissions Office****

University of Queensland

[University Address]

[City, State, Zip Code]

Dear Admissions Committee,

****Introduction****

- State the purpose of your letter (applying for a specific program)
- Briefly introduce yourself

****Academic Background****

- Mention relevant academic achievements
- Discuss degrees or certifications

****Professional Experience****

- Highlight relevant work or volunteer experiences
- Discuss skills and competencies gained

****Motivation for Applying****

- Explain why you are interested in the program
- Discuss how it aligns with your career goals

****Conclusion****

- Reinforce your enthusiasm for the program
- Mention any enclosed documents (transcripts, letters of recommendation)
- Thank the committee for their time

Sincerely,

[Your Name]