

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Queensland Government Department/Agency Name]  
[Department Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to apply for [specific position or program] within [Department/Agency Name] as advertised on [where you found the advertisement]. With my background in [relevant field or experience], I am excited about the opportunity to contribute to [specific goals or projects of the department].

In my previous role as [Your Previous Job Title] at [Your Previous Company/Organization], I successfully [describe a relevant accomplishment or responsibility that aligns with the job]. This experience has equipped me with the skills necessary to excel in [specific duties related to the position].

Further, my [mention any relevant qualifications, such as degrees, certifications, or specialized training] has prepared me to [explain how these qualifications relate to the job]. I am particularly drawn to this position because [mention a specific reason related to the Queensland Government's goals or values].

I am looking forward to the possibility of discussing this exciting opportunity with you. Thank you for considering my application. I hope to bring my expertise in [relevant skills] to [Department/Agency Name] and contribute to [mention specific outcomes or values].

Sincerely,  
[Your Name]