

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Queensland Government]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to highly recommend [Applicant's Name] for [specific position/program] within the Queensland Government. I have had the pleasure of working with [Applicant's Name] for [duration] in the capacity of [your relationship to the applicant, e.g., supervisor, colleague, etc.], and I am confident in their abilities and qualifications.

[Paragraph detailing specific skills, experiences, and accomplishments of the applicant. Explain how these relate to the position/program and give examples of their work ethic, achievements, and contributions.]

In addition to their professional skills, [Applicant's Name] possesses excellent interpersonal skills and a strong commitment to [relevant values or goals related to the Queensland Government]. Their ability to [mention soft skills, such as teamwork, leadership, communication, etc.] sets them apart as an exceptional candidate.

I wholeheartedly support [Applicant's Name]'s application and believe they will be a valuable asset to the Queensland Government. Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Organization]