

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title/Position]  
[Department Name]  
The University of Queensland  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the [specific position title] at The University of Queensland, as advertised [where you found the job posting]. With my [briefly state your qualifications and experience relevant to the position], I am excited about the opportunity to contribute to [mention specific department or faculty's goals]. In my previous role at [Your Previous Institution/Company], I [describe relevant experience or achievement]. This experience has equipped me with the skills necessary to [mention how your skills fit the new role]. My commitment to [mention any relevant teaching or research philosophy] aligns with UQ's mission to [mention UQ's mission or core values relevant to the position].

I am particularly drawn to UQ because of [mention specific programs, initiatives, or values of UQ that attract you]. I believe that my [mention any key skills, such as research expertise, teaching experience, or professional achievements] would be of great benefit to your team. Thank you for considering my application. I am looking forward to the opportunity to further discuss how my background, skills, and enthusiasms align with the needs of your faculty. I have attached my CV for your review and am happy to provide any additional information required.

Warm regards,

[Your Name]  
[Attachment: CV]