{Your Name}

{contact number}

{email address}

{address}

{suburb, state, POSTCODE}

**3 March 2020**

Paul Gallagher

Coonamble Shire Council

80 Castlereagh Street

Coonamble NSW 2829

**Dear Paul Gallagher,**

**Re: {insert role title} position**

I am writing to apply for the position of **{insert role title}** at Coonamble Shire Council. **{A brief introductory statement outlining why you want the job.}**

**{Talk about your key skills and experience that align with the technical requirements for the role}.**

I believe I am a strong candidate for the position as I meet all the following selection criteria:

Selection criteria 1: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

Selection criteria 2: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

Selection criteria 3: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

Selection criteria 4: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

Selection criteria 5: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

Selection criteria 6: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

Selection criteria 7: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

Selection criteria 8: Please refer to the Selection Criteria question located in the Position Description.

**{Answer: a brief paragraph 60-120 words highlighting how you meet this specific criterion}**

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit the Council.

Thank you for considering my application. I look forward to hearing from you.

Yours sincerely,

**{insert your name}**