DATE

[Hiring manager name]

Royal Women’s Hospital

20 Flemington Road

Parkville, Victoria 2052

Dear [Hiring manager name],

Thank you for the opportunity to submit my application for the role of [position title].

My name is [xxx] and I am an experienced [industry or role type] professional with over [number] years of experience.

In my current role as a [current role] at [current company], I am responsible for [responsibility #1], [responsibility #2], and [responsibility #3]. The experience I’ve gained during my time here has helped me to [achievement #1] and [achievement #2], while improving my overall [focus area] knowledge.

Prior to this position, I spent [number] years working as a [previous role] for [previous company]. In this role, I was tasked with [responsibility #1] and [responsibility #2]. Over the course of my time there, I [achievement #1] and [achievement #2].

I believe I would be an excellent candidate for this role as [reference selection criteria – reason #1]. I have also [reason #2] and [reason #3]. I am very interested in working in women’s health and would love to see how I could utilise my experience to contribute to the strategic goals of the Women’s.

I have attached my resume for further review.

Thank you very much for your consideration. Please do not hesitate to reach out to me if you’d like to discuss my experience in more detail.

Kind regards,

[Your name]