Name Surname

Address

Suburb State Postcode

Phone / Mobile

Email

Date

Attn: Workforce and Governance

Rockhampton Regional Council

PO Box 1860

ROCKHAMPTON QLD 4700

To Whom It May Concern,

Please accept my application for the XXXX Position (Position No XXXX) within XXXX as advertised on the Rockhampton Regional Council website.

I am an experienced (profession), currently working in a (role title) role. I have (number) years’ experience in (profession or specific work area).

***(Please refer to the Job Advertisement to obtain the Application Criteria)***

**Application Criteria 1**

(Insert your response to Position Requirement 1)

**Application Criteria 2**

(Insert your response to Position Requirement 2)

**Application Criteria 3**

(Insert your response to Position Requirement 3)

**Application Criteria 4 [DELETE IF NOT REQUIRED]**

(Insert your response to Position Requirement 4)

**Application Criteria 5 [DELETE IF NOT REQUIRED]**

(Insert your response to Position Requirement 5)

I am available for interview at your convenience.

Yours sincerely,

Name Surname