



SAMPLE Cover Letter

(Your address)
351 Front Street
Doonside NSW 2345

October 5 2004

Ms. Betty Johnson
Manager
Hilda's Refuge
6 Granville St
Penrith NSW 2012

Dear Ms Johnson

I wish to apply for a Student Placement opportunity with Anglicare Penrith. I have researched your organisation and would welcome the opportunity to work with X and Y

I am a mature student and currently in my second year of a Counselling degree at Aust College of Applied Psychology. I have completed the following modules:

- A
- B
- C
- D
- E
- F

I also have previous relevant experience including xxxxxx and yyyyyyy. I am a friendly and organised person and I look forward to being able to contribute in whatever ways possible as part of my placement with Anglicare.

I am available xxxxx and yyyyy and would ideally like to start my placement by xxxxx.

Thank you for considering my application.

Yours sincerely

Signature

Name