

Cover Letter Template

[Full name]
[Suburb, State]
[Phone number] | [Professional email address]
[Date]



Inspiring Lives

The Y [location or business unit]

Dear [Hiring Manager's name],

Re: [Exact position title]

Opening paragraph: introduce yourself and create a connection

I am excited to apply for the [position title] role with the Y at [location/program]. As a [recent graduate/current student/early-career customer-service professional/emerging educator] with experience in [relevant area], I would bring [two strengths, such as enthusiasm, reliability, and an ability to build positive relationships] to the position. I was particularly attracted to this opportunity because [specific aspect of the role], and because the Y's focus on [community impact/inclusion/healthy living/supporting children and young people] closely aligns with [a value, experience or goal that genuinely matters to you].

How to make this introduction compelling

- Name the exact role and location.
- Describe what you offer, not only what you hope to gain.
- Include one specific reason the advertisement caught your attention.
- Avoid openings such as "I am writing to apply" or "Ever since I was young."

Worked example:

"I am excited to apply for the Customer Service Officer role at the Y's [location]. Through two years of weekend retail work and volunteering at community sporting events, I have developed a calm, welcoming approach, and the confidence to assist people from different backgrounds."

Second paragraph: prove that you can contribute

Through my experience in [employment, study, volunteering, sport, caring responsibilities, or community participation], I developed strong skills in [two or three capabilities listed in the job advertisement]. For example, when [brief situation], I [specific action you took], resulting in [positive result, lesson, or feedback]. This experience strengthened my ability to [connect the example directly to the role].

I would also bring [another relevant quality]. In [second brief example], I demonstrated this by [action]. I understand that working at the Y requires team members to be [reliable, inclusive, safety-conscious, approachable, or adaptable], particularly when supporting [children, young people, families, members, or community participants, as relevant].

Choose evidence from any relevant setting

- Casual or part-time employment
- School, TAFE, or university projects
- Volunteering or community activities
- Coaching, sport, or youth leadership
- Caring responsibilities
- Clubs, committees, or fundraising

Use the pattern situation → action → result. A small, credible example is stronger than a broad claim.

Third paragraph: explain why this role and why the Y

This role interests me because it would allow me to [describe the contribution you want to make] while continuing to develop my skills in [relevant area]. I am especially interested in [specific duty, program, or customer group named in the advertisement] because [personal but professional reason].

More broadly, I want to work for the Y because [explain what connects you to its community purpose]. The opportunity to contribute to an organisation that [describe a relevant priority in your own words] is meaningful to me because [brief supporting experience or belief]. I would be proud to help create an environment where [members/children/families/community participants] feel [safe, welcome, included, and supported].

Make this section specific

Before writing, review the job advertisement and the relevant local Y website. Identify:

1. One responsibility you genuinely want to perform
2. One group or community you want to support
3. One aspect of the Y's purpose or programs that connects with your experience

Avoid generic lines such as "The Y is a great company" or "I have always wanted this job." Explain the connection.



Closing paragraph: finish confidently

Thank you for considering my application. I would welcome the opportunity to discuss how my [two strongest qualities] and experience in [relevant area] could contribute to the [team/program/location]. I am available [insert relevant availability only if requested] and can be contacted on [phone number] or at [email address].

Kind regards,

[Full name]

Final checklist before submitting

- ☐ Use the exact position title from the advertisement.
 - ☐ Replace every bracketed prompt and delete all instructional text.
 - ☐ Include at least one concrete example of your skills in action.
 - ☐ Explain both why this role and why the Y.
 - ☐ Mirror important language from the advertisement naturally, without copying whole sentences.
 - ☐ Do not claim qualifications, clearances or licences you do not hold.
 - ☐ If relevant, state current credentials accurately, such as First Aid, CPR, Working with Children Check, driver licence or role-specific certification.
 - ☐ Keep the tone confident. Replace “I don’t have much experience” with “My experience in [setting] has prepared me to...”
 - ☐ Proofread the organisation name, location, hiring manager’s name and contact details.
 - ☐ Save the final version as FirstName_LastName_CoverLetter_PositionTitle.docx and, if the application system accepts it, also as a PDF.
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