

Sample Cover Letter for Job Application

<Date >

Dear Sir/Madam,

RE: Enter the job you are applying for here e.g. Application for Survey Assistant

e.g.

I would like to apply for a casual survey assistant role within your company, <insert company name here>.

I believe this position would provide a great opportunity to further my chosen career. My willingness to work hard and build my skill base will make me a good candidate for the job. I am currently undertaking relevant studies at RMIT in a diploma of surveying.

My coursework has introduced me to AutoCAD, Arcmap10, Microsoft Excel, LisCAD and also field work with chaining and the Leica total station to complete a survey each week. I currently hold a valid Victorian automatic driver's license and have my own vehicle.

The high level of practicality in my course will decrease your required training time and mean I am well prepared to assist with fieldwork.

I look forward to hearing from you at your convenience.

Regards,

<student name>