

[Your Name]

[Phone] · [Email] · [Town], Gippsland

[Date]

[Hiring Manager's Name]

[Business Name]

[Business Town]

Re: [Job Title]

Hi [Name],

I'm applying for the **[Job Title]** role at **[Business Name]**. I have **[X years]** of experience in **[relevant area]** and a track record of **[two short strengths, e.g., reliable customer service and accurate cash handling]**.

I'm local to **[Your Town]** and understand the importance of friendly, consistent service in our community. In my recent role at **[Previous Employer]**, I **[one-liner achievement with result, e.g., served 150+ customers per shift and trained two new starters]**. I hold **[relevant tickets/certificates]** and can work **[availability—days/hours]**.

I'd value the chance to contribute to **[Business Name]** and can start **[start date or notice period]**. My resume is attached. Please let me know if you need anything further.

Kind regards,

[Your Name]