

### *Writing a letter of application*

The letter of application, also known as a cover letter should always accompany a résumé. The letter of application should contain the following elements:

- Which job you are applying for and when and where you saw it advertised.
- Why you are suited to the position
- Your qualifications and relevant experience
- Reasons for selecting you, i.e. commitment, enthusiasm etc
- Positive ending, i.e. request for an interview

Other key points to consider:

- Keep the letter brief (preferably one page)
- Don't neglect the importance of a good layout (use the template provided as a guide)
- Address the letter to a specific person (check the correct spelling and position within the club / facility)
- Ensure your letter of application refers to the information advertised.
- Use strong, positive language
- Write the letter of application after you have completed the resume and reference to selection criteria

Tennis Australia Coach Membership has developed templates to assist Tennis Australia coach members apply for new positions, such as *letter of application template*, *preparing for an interview*, *need to update your resume* and generic resume templates.

These guides can all be found at [tennis.com.au/your-coach](http://tennis.com.au/your-coach)