Below is a template of a basic cover letter — see one below "will present it", as well as some ideas about what you have read in a cover letter and explore what you think, but it should be a good fit, this job.

Cover letter template:

[Your address
Email address — Mob. phone
Your address line 2
Current applicant number
Email address — Mob. phone]

[Date]

To...

[Who the letter is addressed to — The Manager / To whom it may concern / company's name]

I wish to apply for...

[What job you are applying for — include job title, full title, department, number, board, etc]

I am...

[Describe your job suitability — mention recent skills, qualifications, experience, anything that applies to you]

I am currently...

[What are you doing now — Student at Year 12, in your 5th working career, looking for a job, etc]

I have...

[Any experience, skills, etc that will help you fulfill the job, demonstrate your suitability, or get noticed. Make some connections to what is in the job description]

I am...

[Any other particular or complimentary skills, that you have and maybe would like to mention, but not in the job description, or anything else that you think is relevant]

I am...

[Mention your availability — DO YOU HAVE TO? Don't mention your current work, if it is a full-time job, unless it is relevant, or unless you want to quit before the job, which you can state in a letter — mention it in a letter]

I look forward to your reply and thank you for your time.

[Do not forget to thank them!]

[Your full name and signature]