

Your Name
Your Address
Your Address
Mobile: XXX

Company Name
Address

14 March 2011

Dear Sir/Madam

Re: NAME OF THE POSITION

Please accept my confidential application for the role of NAME OF POSITION. Use this.

I have over X/ or X year's experience in the Mining Industry/as A HR Professional and during this time I have worked for WMC Resources, Rio Tinto Iron Ore, BHP Billiton and I am presently working for St Barbara. In my role of Name of Current role at St Barbara, I lead the Human Resources function for the Company, I am a member of the Executive Leadership Team and I coordinate the work of the Remuneration Committee. Overview of what you do

Over the X years I have worked with St Barbara, I have critically evaluated and improved the Company's ability to attract and retain diverse and talented people; I have enhanced St Barbara's Work Performance System including our performance management processes; and, I have developed a robust remuneration system. I led the company's... Describe what you have done.

My strengths include all facets of generalist human resources, developing HR professionals and delivering effective HR Services to internal clients. Use this and end with three Strengths that relate to the role you are applying for.

Please refer to my resume, which details my education and experience in further detail. Use this.

I look forward to being given the opportunity of discussing my application with you. Use this

Yours sincerely



Katie-Jeyn Romeyn