

The Permanent Secretary

Insert name of Department

Honiara, Solomon Islands

Dear Permanent Secretary

Re: (Insert (a) the Vacancy Number; (b) the Title of the Vacant Post; (c) the Name of the Department; (d) Closing Date)

I wish to apply for the position of (insert name of the post). I am confident that I have the required experience and qualifications.

I am attaching the following documents:

- (a) RS Form 6;
- (b) My CV;
- (c) Certified copies of my qualifications.

In support of my application, I am providing you with my comments about the selection criteria as they are described in the job description.

Qualifications:

1.	. If you do have the qualification you can say so. If you do not, then you can provide a list of your relevant qualifications.
2.	There may be two qualifications required or more. Once again – if you do have the qualification you can say so. If you do not, then you can provide a list of your relevant qualifications.
3.	-

Experience:eg

1. training program Officer	- coordination of training in provinces -Make a comment against each ones listed in the advertisement so that you can show the panel how your experience is relevant. If you are not able to demonstrate that you have the exact experience that is being asked for, think about whether you have some related skills or experience that could be listed.
2. Head program officer	- delegating of health workers to be trained
3. Insert from	

the job description (Key Selection Criteria)	
4. Insert from the job description (KSC)	
5. Insert from the job description (KSC)	

Please consider my application and advise me that you have received my application. My contact details are listed below.

Yours sincerely

(insert name)

MY CONTACT DETAILS:

(Insert Contact details below)

Postal address

Fax Number

Email address - work

Email address - personal

Telephone – work

Telephone – home

Mobile

Contact details for someone who can contact you