The ECT cover-letter template

Explain your fit for a particular role. Follow the employer's requested format and length.

1. Read the advertisement

Identify the role, essential requirements and two priorities you can support with real examples. A cover letter adds context to your resume; separate selection criteria may require their own response.

2. Make this structure your own

Dear [name],

I am applying for [role] at [service]. I have [accurate qualification and status], and I am interested in [a specific, verified aspect of the service].

During [work or placement context], I noticed [situation]. My contribution was [action and reason]. I observed [what happened] and learned [reflection]. [Acknowledge supervision where relevant.]

This experience connects with your focus on [advertised priority]. I would bring [relevant, supportable strength] and would value learning more about [genuine question].

My resume includes my qualifications, relevant experience and current registration information where applicable. I am available [accurate availability] and would welcome a conversation.

Kind regards,
[Your name]

3. Check before sending

Replace every bracketed placeholder. Keep dates and titles consistent with your resume. Describe registration for the relevant jurisdiction, not a single state by default. Remove identifying child and family details. Follow the employer's file-type and attachment instructions.

Read the annotated examples | Free toolkit

The toolkit includes an editable text version. Use only experiences you can honestly discuss.

Optional support: Documents $25 | Targeted Strategy Call $50 | Documents plus Strategy $70 | Ultimate ECT Package $100. Check inclusions and enquire.