

Recruitment Process

Advertising

Templates

Letter to Applicants

[LETTERHEAD]

[ADDRESS DETAILS]

Dear

Thank you for your enquiry regarding the advertised position of “Mental Health Consumer Advisor”.

Please find enclosed the job description, an application form and information sheet about our organisation.

We look forward to receiving your application and C.V. for the position.

If you have any further need for information prior to applying, please contact [NAME] on [PHONE NUMBER] during business hours.

Applications close: [DATE/TIME]

Kind Regards,

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