

## ANNEX 1. Cover Letter Template

### COVER LETTER

Attention to: Administration Division,  
APFNet Secretariat

*\*INSTRUCTIONS: The cover letter should be typed or printed legibly in English (A4, 1.15 line spaced, single-sided). This cover letter must be written solely by the applicant. Any assistance from others will be grounds for termination or dismissal. Please cover the following topics in your letter:*

- *Brief personal background*
- *Explain briefly your most important accomplishment made during professional career relevant to the position*
- *Describe your vision and strategic priorities to develop APFNet*
- *Describe your potential contributions to APFNet and the Secretariat*