

(Insert Name)
(Insert Address)
(Insert Suburb)
(Insert phone number)
(Insert email address)

(insert date)

Re: (Insert Role)

To whom it may concern,

I have recently relocated to Melbourne and seek a career in the health, wellness, fitness or event management industry, to accompany my nutrition studies.

I have over 17 years' experience in administration-based roles. Each previous position has involved providing high quality support to clients and colleagues on all levels. I have exceptional skills in;

- Front of house organisation (switch board operation, mail, banking, customer service and office supplies, general administration)
- Office all-rounder and organiser
- Data entry
- Processing client inquiries (application forms, client requests, maintenance issues etc)
- Appointment scheduling and attendance
- Organising/requesting external documentation

I have completed Certificates II and III in Business Administration and have also undertaken ongoing professional development course. This training has provided me with a solid transferable skillset in working with and assisting people, administration, understanding compliance standards, effectively managing my time so that I can triage tasks appropriately and establishing rewarding professional relationships within the team environment, management and with the customers.

My strengths as an employee include:

- Very strong communication and interpersonal skills with the ability to connect quickly and effectively with a diverse range of individuals, which allows the ability to build rapport with clients and colleagues
- Energetic, caring, friendly, supportive and positive attitude
- A quick learner with a can do attitude and willingness to learn new tasks
- Ability work outside of my comfort zone
- Highly organised and logic mindset
- Great leader and motivator
- Working effectively within a team environment with demonstrated willingness to both contribute effectively, seek help/advice if required and looking for continuous ways to improve
- Diverse skill background with administrations, basic marketing, working to time frames & KPI's
- Reliable, loyal and trustworthy employee
- Flexibility with working hours.

Having a background in real estate, has allowed me the ability to gain a number of skills that are transferrable to many industries. The experience I have when it comes to dealing with people and managing tasks allows me to be a stress-free employee for management because my can-do and logical attitude.

I have attached my résumé. I look forward to the opportunity to discuss this application further.

Yours sincerely,

(Insert Name)