

Jane Smith
12 Stanton Street
Mount Gambier SA 5290
Ph: 08 8725 0000
Email: jane@internet.com

Martin Burns
Personnel Manager
Limestone Transport Ltd.
256 High Street
Mount Gambier SA 5290

18th September 2010

Re: Office/Reception Trainee

Dear Mr Burns

I am very interested in the position of Office/Reception Trainee with Limestone Transport Ltd as advertised in The Weekly Watch on the 10th September 2010. I am confident that I can successfully fulfil all requirements for this position and am a willing and able learner.

I am currently working 3 days a week in the customer service industry whilst completing my SACE requirements at the Independent Learning Centre. I am a friendly, self motivated and committed individual who takes pride in my work. I communicate well with all ages and enjoy answering customer enquiries.

My responsibilities with my current role include cash handling, customer service, till operations, stock control, ordering and rotation. I am focussed on exceeding customer and employer expectations and am continually evaluating and assessing myself to develop my skill base.

Please find attached my resume providing more details of my experiences and skills. I look forward to discussing this opportunity with you in the near future.

Yours Sincerely

Jane Smith