

SAMPLE APPLICATION LETTERS

SAMPLE LETTER 1

Mr Ayan Muliba
123 Mona Road
Lutana TAS 7006
Ph: 0401 300 100

MERT Apprenticeship Centre
Email: rosie@mrttas.org.au

Dear Rosie,

Horticulture Traineeship

I am applying for the above position advertised in The Mercury of 19 Feb 2011. I work hard and am very willing to learn all the aspects of Horticulture if given the chance. I have extensive previous experience in farming but would like to gain a qualification.

Since arriving in Tasmania I have worked as a general labourer on fruit farms and restaurants around Hobart. Overall my experience covers OH&S, planting, pruning, handling chemicals (including use of PPE), irrigating, thinning & picking, customer service, grocery store owner in Kenya and mixed farming. I am quick to learn new skills and I am a good team player.

Attached is my resume giving further details of my work history and skills. I would be happy to answer any questions you may have at an interview.

I look forward to hearing from you soon.

Yours sincerely

Ayan Muliba
24/02/2011

SAMPLE LETTER 2

Ms Lucy Dibawa
Unit 3, 55 Peaches Rd
Newtown TAS 7004
Ph: 0400 375 120
Email: lucym20@hotmail.com

22 January 2011

Manager
Tuckerbox Foods
PO Box 583
North Hobart TAS 7002

Dear Sir / Madam

Re: Administrative Assistant Position

I am applying for the Administrative Assistant position as advertised in the Mercury on 24 January 2011.

My name is Lucy Dibawa and I am a former refugee from the Democratic Republic of Congo (DRC), arriving in Australia in 2007. In DRC, in the city of Lubumbashi which has a population of 1.4 million people, I worked as a personal assistant and administrative secretary performing many roles from accounts to marketing. My employment included working for Tenue Mining as a Secretary/Personal Assistant and at the Bureau Technique and Skie Air as Secretary and in Marketing. I enjoy this type of work and believe that my achievements were well regarded.

I have good skills in Word, Excel, Database and email & internet applications. I am very friendly, well presented, possess excellent oral communication skills and time management skills.

Since arriving in Tasmania I have been heavily involved in community activities, with both the Tasmanian Congolese community and also the wider community. I have been updating my skills to match the needs of the Australian workplace and am now very keen to find employment.

I am available to be interviewed at any time. My resume, giving more details about my experience is attached.

Yours faithfully

Lucy Dibawa

SAMPLE LETTER 3

Harka Jantani
205 Barker Highway
Glenorchy TAS 7009
Ph: 6272 4000
M: 0400 887 300

12 December 2010

Ms Melanie Freeman
Howrah Aged Care
Howrah, TAS 7011

Dear Ms Freeman,

Application for Personal Care Assistant Positions

I am applying for any position of Personal Care Assistant within your organisation that may be available.

I came to Australia with my family in 2009 after spending nineteen years in a refugee camp in Nepal. Since coming to this country **I have completed a Certificate III in Aged Care**. This included **a two week work placement at Crestview Community Services**. Duties I performed included:

- feeding residents who require support and;
- assisting residents with daily living activities such as showering, dressing, grooming and toileting.

I also gained experience in communicating with staff, families and residents. I thoroughly enjoyed my work experience at Glenview and wish to obtain employment in a similar role. I enjoy making a difference in the lives of others, particularly the elderly. I have an 80 year old mother-in-law who I assist with cooking and laundry. I have a current police check.

In Nepal I worked for seven years in planning, developing and delivering courses as a lower secondary school teacher for classes ranging from 40 to 60 students per class. During the time I spent in the refugee camp it was essential to work in teams, otherwise life was extremely problematic. I helped set up small teams to liaise with other service providers such as Caritas Nepal, UNHCR, Red Cross and Lutheran Services, to ensure basic services were made available to all.

I am a permanent resident of Australia and I live in Glenorchy with my husband and two children. I love life in Tasmania and enjoy working and assisting people in need, especially the elderly. I am highly motivated with an excellent work ethic, have a good understanding of workplace safety and culture and can adapt quickly to organisational policies and procedures.

A copy of my resume is attached, giving further details of my work history, training and skills. I am happy to answer any questions you may have at an interview. I look forward to hearing from you soon.

Yours sincerely

Harka Jantani