

27 Duke Street
Sunshine 3020

1 December, 2011

Ms. J Bok
Human Resources Manager
Melbourne Health Care Centre
200 Flinders Lane
Melbourne 3000

Dear Ms. Bok

RECEPTIONIST POSITION

I am enclosing my application form for the post mentioned above.

I believe that I am a suitable applicant as my experience as a part time volunteer at St Stephens Rehab headquarters in Footscray (see section 4 of my application) is my strongest qualification. I enjoyed the experience and am keen to find full time employment in similar work.

I enjoy working with the public and have developed a range of skills through the training I received at St Stephens. I have a keen personal interest in computing and recently completed Certificate 3 in Office Administration and Information Technology (VICABZK2033) . Please find attached a copy with my application.

Before coming to Australia I also worked in a public records office in Saigon, Vietnam (see section 4 of my application). My fluency in Vietnamese would provide your organisation with an asset.

I look forward to the opportunity of an interview with you.

Yours sincerely

Phuong Thi Nguyen
encl