Mary Citizen

**How to write a cover letter**

1 Mary Parade

Colac Vic 3250

5232 5554

0409 445 554

 1st February 2014

Barry Nelson

Administration Manager

Crowe Horwath

175 Bromfield Street

Colac Vic 3250

Dear Mr Nelson,

I wish to apply for the position of Administration Trainee as advertised in The Colac Herald on 1st October 2013.

Currently I am a student of Colac Secondary College nearing completion of year 12. This position interests me as I am keen to learn a new range of skills and believe I would enjoy working in the professional environment of WHK.

Through my part time work at Baker’s Delight I have developed skills in greeting and communicating with customers. I am often required to answer the telephone where I take customer orders and also phone suppliers to order products for the store. Another part of my work involves entering quantities of products baked on a daily basis into the store tills. I have developed very good skills in information technology and enjoy using computers. At Bakers Delight I am well versed in working as part of a team and communicating effectively with other members of the shift.

You would find me to be a friendly person who learns quickly and has the capacity to adapt readily to a new working environment. I would like the opportunity to discuss this position with you further in an interview. My resume is attached and I can be contacted at any time on 0409 445 554 or 5232 5554 where a message can be left.

Yours Sincerely,

*(Sign your name here)*

Mary Citizen