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To the Recruitment Manager

I am writing to apply for the 'casual medical receptionist' position posted on Seek. I expect to graduate at the end of 2018 with a Bachelor of Mathematical Sciences, from the University of Adelaide, and have few contact hours this semester.

I believe I can bring the computer skills required for this position.

These skills are shown from my experience working at the Centre for People Development (CPD), and my study at university. As a mathematics student, the ability to problem solve is imperative - all tasks require some degree of critical thinking.

At CPD, I have primarily been employed for: front-end web development, data entry, and data analysis. Working at CPD involves working in a small team - consisting of 3 people - to generate websites meeting criteria given by a client. In this role I have been expected to directly communicate with the client, to discuss their expectations for the website. I maintain open communication with the client throughout the process, ensuring that they receive the best value out of the website. This means it is necessary for me to have effective communication skills, and to be able to relay information between the client and my team. I was involved in some long term projects, which meant it was necessary to give clear indications that a result was being approached, to maintain the satisfaction of the client.

Often as a project reached its final stages, I would receive non-formatted '.txt' files containing reviews from testing, which I was expected to enter into an excel spreadsheet for interpretation. This data-entry was a needlessly time consuming (and expensive) process - so with some creative scripting, I was able to automate this conversion process, saving both time and money. While I may have many more *technical* computer skills

than what the job will entail, I am perfectly capable of using the Microsoft Office suite, and am a fast learner for similar programs. I look forward to discussing this further with you.

Sincerely

Andrew Martin