January 8, 2024

To

Michelle O’Sullivan

The Area Manager

NDIS LAC PITC Program

Carers Queensland

Level 5/10 The Corso North Lakes Qld 4509

**Subject: Application for the position of Senior LAC**

Dear Sir or Madam:

I am writing to express my strong interest in the position of Senior LAC within Carers QLD. With my educational background, relevant experience, and passion for project management, I believe I am an ideal candidate for this role.

As a person I am a passionate, empathetic and compassionate. I have genuine care about making a difference within our society. I am flexible, resilient, and respectful towards others. I am a perfectionist and like challenges.

I have been working with Carers QLD since 28th March 2022 as LAC. In the past I have worked, as QUEST Champion to ensure the quality of our job is high quality, meet QUEST and NDIA standard.

Furthermore, in the past I have proven that my excellent organisational and multitasking abilities allow me to handle multiple projects simultaneously while ensuring timely delivery and adherence to quality standards and achieve my personal KPI. I am a detail-oriented individual with a keen eye for accuracy, enabling me to maintain thorough project documentation and records. I have always efficiently contributed to meet my team KPI to reach organisational KPI.

I believe I have the skills, mindset, qualification, experience and dedication for the role advertised combined with ongoing Training /Development make me an ideal fit for the **Senior LAC** position at Carers QLD. Being a member of a fully supportive group of likeminded team members I am confident enough to take charge of this position and I would welcome the opportunity to compliment the stability, energy, and dedication I have witnessed thus far within the company.

Thank you for considering my application. I have attached my resume for your review and a Key Capabilities Criteria with this as per advertised.

I appreciate your kind consideration.

Best Regards,

Tasnim Disha Sandford

M: 0420406226