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To whom it may concern:

**Re: Co-op Position 2008**

I would like to express interest in the Co-operative position advertised in the e-jobs at RMIT. After viewing your website and the position description I am very impressed with the position you offer and eager to do my co-op experience in a leading edge work environment such. In constant search for self improvement, Holden's corporate environment promotes a continuous learning and provides excellent training and development. I therefore believe that Holden offers excellent career path opportunities.

Through my course and voluntary work I have developed personal skills and attributes highly suitable for your company. My course and studies in accounting and law have taught me to think and approach problems analytically. My commitment to youth and community activities both through Leo's and SportsConnect-Us have given me a strong outlook in the importance of having attributes such as creativity, dedication, flexibility and perseverance but also have expanded my communication and interpersonal skills. My volunteer work as a team leader with SportsConnect-Us have refined my leadership skills. I believe my empathy and ability to motivate others has been enhanced by this experience and will enable me to liaise professionally and courteously with clients, colleagues and senior management.

I have always maintained part-time work to complement my study. My current position and established work history in customer service has given me invaluable work experience in a high pressure team environment and an understanding of the importance of exceeding customer expectations. It has also enabled me to develop conceptual processing abilities when dealing and interacting with customers.

I have an excellent academic background in accounting and law and have consistently achieved above credit averages in all subjects. I strongly believe that my willingness and capacity to learn, as well as my strong motivation to succeed makes me an ideal candidate for the program.

Please find enclosed my resume, detailing my professional and academic history as well as referee contact details. I would be delighted to come in for an interview at your earliest convenience. Thank you for your consideration of my application and I look forward to hearing from you soon.

Yours sincerely,

Kimmy Bowler