8th September 2014

Recruitment Manager

Latrobe Regional Hospital

Latrobe, VIC

Dear Sir/Madam,

I am writing to apply for the position of “Casual Clerical Services Officer” at Latrobe Regional Hospital - Latrobe VIC. I learned of the position through a posting at “Jobseeker” career website and became interested to apply for the job. I am an efficient and skilled service professional, with competence of customer handling.

Work Requirements:

* **Possession of a relevant qualifications**

After completing my Bachelor degree in Computer Science and Engineering from Bangladesh University of Engineering and Technology (BUET), I have started my career in communication and service industry and gained lot of experiences and knowledge related to clerical service officer. Being a computer graduate, I have vast knowledge on various Microsoft tools and OS.

* **Verbal and written communication skills**

As a part of my responsibilities I have worked with both internal and external stakeholders. During my job tenure I had to communicate with various cross functional teams through mail and meetings. It was my regular duty to arrange workshops with experienced groups and other teams to gain user feedback and to maintain proper communication to the right persons. These activities certainly enhanced my verbal and written communication skills to a standard level so that now I am very much used to communicate.

* **Interpersonal skills**

As a clerical officer, I have to communicate with various internal staffs and our customers. After working as sales representative, I have gained significant communication skill to build up inter-personal relationship which alleviates various conflicting situation. I have to interact with customers in different fault situation to ensure their requirements and satisfaction. At the same time I need to maintain the rules and regulations of organization and concerned authority.

I believe that my enthusiasm, commitment and work ethic combined with my interpersonal and communication skills will make me a valued employee. I am confident that my extra effort during and after office hour will show real commitment to the company. I am looking forward to meeting with you very soon.

Thank you for your time.

Sincerely yours,

Muhammad Selim Miah