**CASEY VINEY**

**177 BELGRAVE-HALLAM ROAD,**

**NARRE WARREN NORTH, VICTORIA 3804**

**0405 717 509 / caviney@me.com**

**To Whom It May Concern,**

Over the course of 12 years, I have built a successful career being a Sales Professional / Team Leader. I believe that the knowledge and skills I have developed during that time would serve me well in transitioning into a role in your business.

In the course of my career, I’ve developed a number of important skills that will help me succeed in this new role. I am a proven leader with a strong record of exceeding goals and expectations.

My expertise in management / assistant skills as well as my experience and education background have prepared me for this career move and some key proficiencies I can bring to this role are:

* Management Skills
* Organising and Co-ordination meetings
* Product Knowledge
* Profit Targets
* Self-Motivated
* Time Management
* Computer Skills
* Team Work

My attached resume further highlights the attributes that I would bring to this position. I am confident that I can make an immediate positive contribution and help achieve the organisational goals of the business.

Thank you for your time and consideration. I am looking forward to speaking with you further regarding this position.

Sincerely,

Casey Viney