







**20 Manjeep Rd, Greenfields WA 6210**

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**LINKEDIN URL**

HR Manager

Dear Sir / Madam,

As a diligent, dynamic and qualified professional with proven accomplishments in the Mining Industry. I am writing to express my genuine desire and knowledge developed through studies and employment as I firmly believe that I possess the qualifications, credentials and essential experience necessary to make a substantial positive contribution to your organisation.

I am confident I would make a valuable addition to your team with first-rate technical skills and a sound mechanical aptitude with the ability to work in challenging conditions. Self-motivated, flexible and adaptable, I have the ability to undertake adhoc tasks and work on a FIFO roster. Consistently adhering to workplace safety regulations, I instil a positive safety culture, promote safe work practices and actively contribute to achieving a zero-harm environment.

Throughout my career, I have developed the following set of skills and attributes:

* Assumes personal responsibility for all aspects of work - quality, timeliness and results, seeking to complete tasks with little oversight.
* Able to apply knowledge of multidisciplinary mining principles and practices to achieve successful outcomes in cross-functional projects and activities.
* Fit and healthy, with the ability to handle most physically and mentally demanding working environment.
* Committed to my job with proficiency and lived experience working unsocial and irregular hours when required to complete a job or task.
* Proven ability to manage high volume workloads under strict deadlines, expertly prioritising and organising tasks.
* Self-motivated to take action and to do more than what is expected in order to deliver excellent service.
* Direct on-site experience working with multiple trades and other professionals in a collaborative manner.
* Consistently adheres to workplace WHS and Environmental policies, promoting a positive safety culture.
* Committed to ongoing training and development with the ability to learn new skills quickly.

I firmly believe that my in-depth knowledge, experience and the entirety of my skill set is an ideal fit for the requirements of this role. I therefore, welcome the opportunity to discuss how I can benefit your organisation and look forward to hearing from you regarding an interview.

Yours sincerely

**Mark Randall**

*Encl. Professional Résumé*

**COVER LETTER**

**MARK RANDALL**