

11/7/2013

4/48 Trickey Avenue,
Sydenham
VIC 3037
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To,

The Management Team,
skillstowork.com.au,
Reference: HS007
Date Posted: 09/07/2013
Position: Entry Level Legal Receptionist

I am writing this email to show my Willingness to start my career as mentioned in your job advertisement and also after skimming your website <http://www.skillstowork.com.au>. I am new to Australia and I have recently received my Permanent Residency. I have completed my Master in English Literature in India however I don't possess any Australian Skills. I am keen to start my career in Australia therefore I am happy to complete any necessary course if required.

I am slim, tall and very humble girl. I hold an excellent computer skills and effective communication skills. I am well prepared to take this as a golden opportunity to start my career in Australia.

Please provide me further details and application procedure for this position.

Yours faithfully,
Jyoti Jalwal
Mob: 0470406296