

12/7/2013

4/48 Trickey Avenue,
Sydenham
VIC 3037
Email: mukeshjalwal@gmail.com
Mob: 0420637554

To,

The Management Team,
colescareers.com.au,
Job No: 562121
Date Posted: 11/07/2013
Position: Assistant Site Manager

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.colescareers.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