

April 17, 2022

Subject: Hawker Place Physiotherapy Receptionist Application

Dear Sir/Madam

I am a post graduate international student at the Australian National University studying computer science. I am looking for job opportunities that help leverage my existing skills while helping me develop further in areas where I feel there are good opportunities.

While looking for opportunities, I came across this position titled "Receptionist", which I feel is a great fit for my profile and leverages my organizational and interpersonal skills. Furthermore, this position utilizes my ability to convey messages in a crisp but engaging manner (my IELTS overall score was 8.0) while also applying it in the health sector.

Further, I have a learner's mindset and am enthused when there are opportunities to learn new skills (soft skills or IT applications / tools etc.) or when I have an opportunity to engage with diverse cultures or on diverse topics, keeping in mind cultural and confidentiality related sensitivities. I generally approach my work in a structured and organized manner ensuring that the deliverables that I am tasked with are performed with utmost accuracy and attention to detail. Here are some examples in support of the above:

- (a) learnt a programming language called dart while working as a frontend developer for an IoT startup incubated in IIT-Madras,
- (b) analyzed satellite images to draw insights from them and report them without missing any of the technical details and,
- (c) engaging with stakeholders – both external and internal, from diverse environments – to explain the outcomes, processes with all relevant details

Additionally, I am available all day on Mondays (9:00 AM to 5:00 PM) on weekdays and all day on the weekends. Finally, I appreciate this opportunity specifically as it provides me a good chance to learn and grow while enhancing my interpersonal skills.

Thank you and hoping to hear from you soon.

Regards

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