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DAVE MATTHEWS

CREATIVE DIRECTOR

FROM

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TO

Mr. Allan Moyle
HR Manager, Smith Design Associates
1523 East West Street
The City Name & Zip Code

COVER LETTER

Application for Graphic Designer Assistant position

Dear Mr. Moyle,

As a young and motivated individual I am extremely interested in submitting an application for the advertised Trainee Administrative Assistant position with John Smith and Associates. In November 2013 I completed my VCE studies and also obtained a Certificate II in Design Administration. This has given me a range of practical capabilities that will meet the needs.

With regard to my ability to meet the specific requirements of this job:

Customer Service: Worked for four years in a face-to-face customer service environment providing customer service at registers, lay-by counter and on the retail floor.

Reception duties: Responsibilities at Kmart included answering incoming phone calls and assisting customers with phone-based enquiries.

General Administration: Certificate II in Business Administration has provided training in the use of skills including filing, data processing, records management and written communication.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I have enclosed a copy of my resume for your consideration. I can be contacted at all times on the details provided above.

Thanking you in advance for your time,

Dustin Hipster