

5 Spruce Street  
Oamaru  
022 466 2033

October 20, 2017

The Manager  
New World Northside  
Oamaru

Dear Management

I am interested in applying for the position produce assistant with your company New World. I'm hoping to get full time or part time work in Oamaru. I have strengths in working as part of a team, am highly organised, and pay good attention to detail. I have demonstrated these qualities while working.

I have enclosed my CV to support my application. It shows that I would bring important skills to the position, including:

- High level of Presentation – Made sure lighting and presentation is excellent for potential tenants or home buyers.
- Physically fit – great at hands on tasks where endurance is required for example; concrete roof tiling, kitchen alterations.
- Fast-paced – ability to handle large workloads in stressful environments.
- Strong organization skills – organising myself and my study through filing and tidy work habits.
- Customer service – effective verbal and writing communication with a wide range of people.
- Motivation and dedication – self-motivated to achieve well and to see a quality job done
- Team Player – don't like to let others down and like to take a leadership role in project assignments.
- Good sense of humor – gets on with others well and enjoy comedy.
- Enthusiastic – positive, keen to learn and likes to work with others.

I believe I have the determination, personality and necessary skills for this job. My job references will tell you that I am a dependable hard worker who is easy to work with. I am looking for a new challenge and ready to pursue my career locally, I feel the role would enhance my skills in working as a team.

I would enjoy having the opportunity to talk with you more about this position, and how I could use my skills to benefit your organization.

I can be reached at any time via email at [samsearle66@gmail.com](mailto:samsearle66@gmail.com) or you can call me on 022 466 2033. Thank you for considering my application. I look forward to hearing from you.

Yours sincerely

Sam Searle