**COVER LETTER**

TESS SPENCER

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D.O.B: 3/10/62

To Whom it May Concern,

I am applying for a trainer/assessor position in First Aid courses with your company, Australia Wide First Aid, in Brisbane / Brisbane Region, as either a causal trainer or, am interested in discussions around a full time position.

I have a background in training and assessing, adult (VET) education, administration and business management, nursing, and state school education (disability and learning support sector).

For the last 8 years I have been working with RTOs as a contract trainer and as a co-provider, delivering Apply First Aid/CPR, Asthma & Anaphylaxis in a number of localities across Qld to individuals, private businesses, government departments, schools, childcare centres etc. I have been accredited to run Asthma & Anaphylaxis courses by Asthma Foundation Qld and Asthma Foundation Vitcoria

I also have recent experience training and assessing ‘Perform Rescue from a Live a Panel UETTDRRF06B’, Apply First Aid/CPR onsite for the gas and mining sector in Gladstone and South West Qld, (Dalby, Chinchilla, Roma, Wandoan) and have travelled extensively with these.

I have also been a trainer/assessor for Business students, completing their Cert IV in Business Administration and a mentor for students completing their Diploma in Business. I became a coach with Leadership Management Australia in 2009, mentoring students who were completing their Cert IV in Frontline Management.

Because we have had our own training business for 17 years (training and assessing in the VET sector), I am adept at running an office, at completing paperwork to a very high standard, complying with the requirements of the VET sector and communicating to clients, (adults and youth) and to management. My high level interpersonal skills and my background in education and learning difficulties (LLN) has meant that I have been able to achieve successful outcomes for nearly 100% of my students and clients.

I possess Certificate IV in Training & Assessment (TAE 401101) and am currently completing the TAELLN411 module.

I have a driver’s license; a working with children’s card and am current with all my industry certification.

Looking forward to hearing from you.

Tess Spencer

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