24 July 2013

Australia Wide First Aid

Level 1  
111 Harrington Street  
Sydney NSW 2000

Dear Sir/Madam

**Re: First Aid Trainer’s position (permanent or casual)**

I wish to apply for the position of First Aid trainer, as advertised on your website. I am currently available on either a permanent or casual basis and as such would be grateful if my resume could be considered for both positions.

I am currently training and assessing first aid and fire safety courses, including the management of asthma and anaphylaxis, on a casual basis. I have a Cert IV in Training and Assessment (both TAA40104 and TAE40110) and hold current certificates in various first aid, fire safety, confined space entry, and breathing apparatus courses as outlined in my resume. I have also recently completed a Cert IV in WHS and achieved a distinction in graded assessments.

To compliment my formal training I have been an active volunteer fire-fighter with the NSW Rural Fire Service for close to ten years and hold additional nationally recognised qualifications that have been attained through internal training with the RFS. I am passionate about first aid, fire safety and community education and value the opportunity to impart some of that passion and knowledge upon others.

You will find me to be highly organised, competent and a great communicator yet at the same time I am personable, reliable and possess integrity.

I can be contacted at any time on 0407 075 082 should you wish to discuss my application further.

Yours sincerely

Kim Tolmie