COVERING LETTER

S S K Goteti

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Dear Sir/Madam,

# I am Srinivasa Seshu Kumar Goteti and I am a permanent resident would like to apply for the First Aid trainer position in your organisation. Currently working as a part time Lecturer in Paramount college of Natural Medicine. working as a Homoeopath in Hills Natural Health centre, Glen Forrest WA and also I am a Cert IV TAE (TAE 40110) grad and I am having Apply First Aid and WWC. Willing to obtain police clearance if necessary.

# I fairly worked with small and large group of students. In my current job I Design, Deliver, develop, update new and existing training programs, and assisting with training bookings and back-up support. Some of the duties include saving documents to their internal systems, Delivering training programs & evaluating training programs.

I am quick to learn new skills and adapt them to my work when required. I am well converse in English, Hindi & Telugu (Indian languages). I spend time doing Yoga and meditation to keep myself mentally sharp. I also enjoy in spending time with my family doing outdoor activities to keep myself physically fit. I hope the qualities I posses will be my positive probable candidature for the applied post. I look forward to a favorable reply for my application.

Yours sincerely,

*Srinivasa Goteti*