23rd May 2014

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To whom it may concern

I would like to apply for the position as a casual first aid trainer.

I am an experienced teacher of First Aid to both TAFE students, staff and private independent companies. For the last 8 years I have been the First Aid coordinator for Western Sydney institute of TAFE, Nepean. Not only did I deliver course to students and outside industry, I also coordinated the courses, allocated staff to run the courses, intervened when necessary where there were difficulties and set a high standard of delivery of First Aid.

I am currently registered as an RN and Midwife with APHRA. I have all my required vaccinations as well as my national police clearance

As per my resume, I have TAE40110 Cert IV Training and Assessment, as well as my current HLTAID003 – Provide First Aid and HLTAID006 – Provide advanced First Aid.

I am a reliable, honest, hardworking team member, committed to giving 100% effort to my work, believing in the fact that the more people who can administer First Aid the better for the community. I believe I can successfully assist people to achieve their aims.

Thank you for your consideration of my application. Please see attached CV – more details can be provided if needed

Looking forward to hearing from you

Regards

Jenny Norton

0402127682