

300 Lincoln Road (Your address)  
Addington  
Christchurch

# Sample letter 3

1<sup>st</sup> January 2015

Mr Dave Babbich (Company name)  
A B C & Co Limited (Company address)  
Christchurch

Dear Dave

## **RE: RECEPTION**

I am very interested in the above position advertised on Trade Me and attach my CV for you to read through.

After 5 years in the social sector, in 2011 I began work as a sales assistant at a busy retail store, where I have developed my customer service skills. Currently as an office assistant with IRD I have gained data entry and other office based skills. Although I have greatly enjoyed these roles, I am looking for a new full time challenge within an office environment that will provide me with the opportunity to further develop my career.

Important skills that I can bring to this position are:

- time management and strong organisational ability
- high-level customer service gained in a front desk role
- a high standard of personal presentation with a friendly manner
- motivation and dedication
- Excellent interpersonal and communication skills – both oral and written

I am enthusiastic and professional, and I believe I would contribute to the ongoing success in this community based organization.

I would very much enjoy having the opportunity to talk with you further to discuss the requirements and expectations of the position, and can be contacted on 022 111 2222.

Thank you for considering my application. I look forward to hearing from you.

Yours faithfully

Dr Who