

Maya Anderson

Mobile: 0491 ### ##

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Ms S Smith
Stones River Council
PO Box 2
Stones River WA 6724

RE: Trainee customer service officer position P247

Dear Ms Smith

I am a young, motivated individual and very keen to apply for this position. I would like a career in local government and see this as an excellent entry level opportunity.

In November 2017 I completed my WACE studies, including a Certificate II in Business.

My studies along with my part-time work at Coles and voluntary roles with Wildlife Rescue and Community Restoration have given me key skills suited to the requirements of the Stones River Council trainee customer service officer position.

- **Sound numeracy and literacy skills:** For the past three years I have been working in a face-to-face customer service environment providing customer service at cash registers and assistance on the retail floor.
- **Knowledge of cash handling:** Responsibilities at Coles include payment processing, cash handling and till balancing.
- **Demonstrated experience in using Microsoft applications, including Microsoft Word and Microsoft Excel at a basic level:** Responsibilities at Wildlife Rescue include maintaining volunteer database using Excel and drafting webpage content using Word.

My teachers and employers have commended me for my high level of interpersonal skills, positive attitude and communication skills. My motivations include learning new things and making positive changes to our local environment.

I understand that you will receive a large number of applications for this role. I do, however, believe that my motivation, commitment and pre-existing skills will allow me to fit into your work environment and immediately start supporting the needs of Stones River Council.

I would appreciate the opportunity to meet with you to discuss my application at an interview. I can be contacted at all times on the details provided above.

Thank you in advance for your time.

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