

SAMPLE LETTER 3

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Ms Melanie Freeman
Howrah Aged Care
Howrah, TAS 7011

Dear Ms Freeman,

Application for Personal Care Assistant Positions

I am applying for any position of Personal Care Assistant within your organisation that may be available.

I came to Australia with my family in 2009 after spending nineteen years in a refugee camp in Nepal. Since coming to this country I **have completed a Certificate III in Aged Care**. This included **a two week work placement at Crestview Community Service**. Duties I performed included:

- feeding residents who require support and;
- assisting residents with daily living activities such as showering, dressing, grooming and toileting.

I also gained experience in communicating with staff, families and residents. I thoroughly enjoyed my work experience at Crestview and wish to obtain employment in a similar role. I enjoy making a difference in the lives of others, particularly the elderly. I have an 80 year old mother-in-law who I assist with cooking and laundry. I have a current police check.

In Nepal I worked for seven years in planning, developing and delivering courses as a lower secondary school teacher for classes ranging from 40 to 60 students per class. During the time I spent in the refugee camp it was essential to work in teams, otherwise life was extremely problematic. I helped set up small teams to liaise with other service providers such as Caritas Nepal, UNHCR, Red Cross and Lutheran Services, to ensure basic services were made available to all.

I am a permanent resident of Australia and I live in Glenorchy with my husband and two children. I love life in Tasmania and enjoy working and assisting people in need, especially the elderly. I am highly motivated with an excellent work ethic, have a good understanding of workplace safety and culture and can adapt quickly to organisational policies and procedures.

A copy of my resume is attached, giving further details of my work history, training and skills. I am happy to answer any questions you may have at an interview. I look forward to hearing from you soon.

Yours sincerely

Harka Jantani