

CBSA

300 Fictional Way

Sydney NSW 2000

To whom it may concern,

I am writing in respond to the HR Consultant position you have vacant.

I have several years experience in Human Resources and would like to be considered for the role.

Initially I was a retail clerk working for Big W, however more recently I have been moved in to head office to perform administration tasks in the HR department. This includes processing paperwork ad filing but I am hoping to take on more responsibilities in my next role.

If successful I would also consider commencing study in HR to support the position I was working in. I would like to meet and discuss this my experience with you and am available from 3pm most days. Please feel free to email me at ash.jones@big_w.com.au to organize a time.

Thanks,

Ash Jones