

***Funstralia  
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Townsville QLD 4556  
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7 June 2008

RSPCA Townsville  
Human Resources Manager  
PO Box 23456  
Townsville QLD 4999  
Email: rspca@townsville.com

Dear Sir/Madam [or the name of the person if you know it]

Re: Animal Attendant

I wish to apply for this position advertised on your website. The position of Animal Attendant you are offering is one where I have the necessary skills and experience you are seeking.

My major strengths include:

- Ability to provide excellent customer service, this has been demonstrated during / here comes your example of customer service
- Sound understanding of animal requirements, which I acquired during voluntary? Work in ?????, here come your examples
- Successfully worked in small and large teams in different work environments and provided support for Management and fellow staff etc.. ..... add something as an example
- Proficient in Microsoft Office Suite , and Various Job specific Software Packages
- Demonstrated organisational skills in a variety of Administration and Office Tasks , / here comes an example ....
- I enjoy working outdoors and keep myself fit with regular exercise
- If you have a certificate, write it, otherwise ignore, and don't mention that you haven't got one!!!

I'm a member of the Townsville Wildlife Association where I also did a course in basic wildlife care [if you have some certificate or statement of attainment, mention it here]

I describe myself as professional, adaptable and self-motivated, ..... focussed on delivering a quality product with priority customer service. I would appreciate the opportunity of discussing with you how my skills and experience can benefit your organisation - attached is my Resume for your consideration. [choose something you are comfortable with]

Looking forward to hearing from you at your earliest opportunity.

Yours sincerely,

Funstralia

[ leave out all private stuff . child , job change , Bunnings, what you are doing now etc . ]