

Sarah Hunter

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Simone Lacey

HR & Recruitment Specialist
Know Financial
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Monday 15th May

To Simone,

I am applying for the receptionist job at Know Financial because I have the organisational skills, experience and resilience to succeed in the role.

For more than six years I have worked as a receptionist in the New South Wales financial sector. During this time I have developed exceptional communication and organisation skills and even completed an international placement with Financiers International. During this yearlong placement in Hong Kong I managed the arrivals, departures, booking and documentation of over 100 staff, and improved my organisation and scheduling processes significantly.

I understand that Know Financial engages with thousands of staff, clients and stakeholders each year, and I relish the opportunity to assist in supporting your business and its people. I have also read comprehensively about your extensive staff learning and development program and believe my administration skills could be used in its effective delivery.

I hold a Bachelor of Commerce degree from the University of Sydney and I am proficient with all MS Office and Google documentation programs. I also have a Certificate IV in bookkeeping. I am passionate about people and place a high value on good customer service, both personally and professionally.

I truly believe that an initial positive encounter with a company's receptionist can positively impact a customer's entire experience with an organisation, directly benefiting the company's reputation and public identity.

Thanks for taking the time to read my application, and please let me know if you need further documentation or information.

Many thanks,
Sarah