

# Assistant

Care

Howard Jones - 120 Vyse Street Birmingham B18 6NF  
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Susan Jones  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
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B18 6NF

3<sup>rd</sup> July 2012

Dear Ms Jones

Your recent advert for a Care Assistant caught my attention, and as I appear to be a perfect match for your requirements I am enthusiastically applying for the position.

As a seasoned professional with a rich and varied background in the healthcare industry I am more than qualified to make an immediate and positive contribution to your company's operations. I am very confident that the ..... years of experience I have as a care assistant will make me an ideal candidate for this position. I am a highly talented and award winning professional who in all my previous roles has consistently delivered results to the highest standards. Right now I am employed with ....., in this role I am responsible for ....., and ....., both areas of expertise that you are looking for in a candidate.

As my attached resume depicts, I have plenty of experience of working in a fast paced environment, and I firmly believe that your company will greatly benefit from my expertise in the fields of ..... and .....

Bing a solid team player, I can not only work to tight deadlines, but also have plenty of initiative to deal with unexpected problems. I have a consultative approach coupled with a "can-do" attitude, and you can be assured that I will always work to the highest standards and represent your organisation in a professional and diligent manner when greeting, meeting, and talking to clients.

I hope that after reviewing my attached resume you will be convinced of my potential and invite me for an interview to discuss my application in further detail.

Thank you very much for your time and consideration, and I look forward to hearing from you soon.

Yours sincerely

Howard Jones



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