

8th April 2008

John Smith
Warehouse Manager
Fusion Workforce
2/23 Robinson Street
Dandenong VIC 3175

Dear Mr Smith

I am writing in response to your advertisement for Truck Drivers as advertised on the Seek website 20/02/08.

As you can see from my resume, I hold a current Heavy Combination Licence and Forklift Licence. I display a high standard of interpersonal skills and have a broad array of transferable skills which can be adapted to all work environments.

I am an experienced Heavy Combination driver and Forklift driver with a fantastic driving record and would like the opportunity to apply my extensive knowledge and skills within your company. I am available to start work immediately and can work during all hours.

I appreciate the time that has been taken in order to assess my resume. If you require any further information please do not hesitate to contact me on xxxx xxx xxx and I look forward to further discussing my application with you.

Kind Regards

Jo Blanks.