

7 February 2006

35 Strickland Street  
North Adelaide SA 5007

Ms Sally Zanetic  
Director, Human Resources  
The University of Adelaide  
South Australia 5005

Dear Ms Zanetic

**Administrative Assistant, School of Business (Ref: 18/96)**

I am writing to apply for the above position that was advertised in the *Human Resources Vacancies Bulletin* on 29 January 2006.

Please find enclosed a copy of my résumé and a statement addressing the selection criteria for the position.

I am keen to join the School of Business because of my experience of working in a similar department at a tertiary institution in the UK. During the four years I have worked in the Department of Education at the University of Adelaide, I have been in close contact with staff in your department and know I would enjoy working with them.

This position particularly interests me because it would enable me to make full use of my administrative, accounting and organisational skills, as well as my current knowledge of University policies and procedures. I have well-developed written and oral communication skills which will enable me to deal with enquiries from staff and outside organisations effectively. In previous positions I have frequently had to meet tight deadlines and to organise my workload efficiently. I have experience of working independently, but prefer to work closely with colleagues as part of a small team.

I would welcome the opportunity to discuss my suitability for the position at an interview and can be contacted during working hours on 8XXX XXXX.

Yours sincerely



Sylvia Shield

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