

NAME NAME

Address. · Phone

Email

Contact Name

Contact Title

Company/Organisation

Re: Position of

DEAR MADAM,

Introducing myself, I am an experienced Domestic Assistant and Customer Service Team Member. Armed with strongly-developed communication skills, I possess the aptitude to build and maintain a productive and positive rapport with key stakeholders including clientele, colleagues and Management. I excel at delivering exceptional customer and patient service and take pride in my ability to perform duties to the optimum of my capacity.

I deliver timely assistance to patients and my peers and can transfer and lift patients as well as transport patients in a safe and dignified manner. I treat each and every patient with the utmost care and attentiveness, respect and dignity. Furthermore, I maintain strict confidentiality of patient details and medical records which I may sight through moving equipment and materials. I am adept at transporting equipment and can move specimens and sharps with safe and careful attention.

Familiar with working within a hospital environment, I possess the aptitude to liaise with patients and also record and report patient complaints and concerns to the appropriate team member. I additionally can report faulty equipment to the pertinent staff member. I have successfully maintained cleanliness and hygiene of areas and am effective in maintaining Food Safety standards as well as adhering to Occupational, Health & Safety (OH&S) standards and procedures.

Given the aforementioned, I believe I can excel within the role of _____ with _____. Thank you for your time and consideration and I look forward to the opportunity to discuss my application in further detail.

Yours sincerely,

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