

# Sophie Mitchell

19 Donahue Circuit  
Harrington Park, 2567  
Phone: 0405 333 028 [mitchell.sophie2444@gmail.com](mailto:mitchell.sophie2444@gmail.com)

Dear Sir / Madam

I am a young and respectful girl who recently graduated from Saint Patrick's College for girls and currently studying for a Bachelor of Nursing at University of Wollongong South Western Campus. I am writing to apply for your current open position of Assistant in Nursing advertised on your website. Some important skills I will endeavor to bring to this position include the following:

- Positive and motivated attitude
- Respectful and caring
- Ability to work along others
- Flexibility
- Problem Solving
- Good communication Skills
- Self management and organization skills
- Supportive and patient

I would like to work to gain experience and knowledge of a workplace atmosphere, to help patients and to gain practical understanding that will improve my knowledge as I undergo my Bachelor of Nursing. I believe that I would be a great applicant for this position because I will apply myself to the job and work as hard and diligently as possible. As I am dedicated to my studies I would appreciate the opportunity to be a Casual or part time worker as I would be available from Wednesdays to Sundays. I previously worked as a Team Member at Nandos, Narellan and learnt skills such as patience, respect and working under stressful situations. I was then employed at Rockwear in Narellan Town Centre and currently I work at Pharmacy 4 Less where I am gaining knowledge about Pharmaceuticals. During year 11 and 12 I underwent a Tafe Course and have received my Certificate III in Health Services Assistance. I have just finished my first placement at Camden Hospital in the Medical Transition Unit. My prior placement experience during Year 11 and Year 12 I was placed in Campbelltown Hospital. Thank you for spending your time reading my application and I look forward to discussing any opportunities that you may have.

Sincerely, Sophie Mitchell

This is to certify that

***Sophie Mitchell***

has fulfilled the requirements for

**HLT33115 Certificate III in Health Services Assistance**

The qualification is recognised within the Australian Qualifications Framework



**Adjunct Professor Annette Solman**  
Chief Executive, HETI



**Sally Whitten**  
Acting Manager  
South Western Sydney Centre for  
Education and Workforce Development

**Dated: 8 August 2022**