

## Cover Letter

27/01/2025

To

Hiring Manager

OLC Care – Pembroke Lodge

57-61 Pembroke Road, Minto NSW 2566

Dear Hiring Manager,

I am writing to apply for the Personal Care Worker (Residential Aged Care) position at Pembroke Lodge, as advertised. With a Certificate IV in Individual Support (Ageing), hands-on experience in aged care, and a heartfelt dedication to supporting elderly clients, I am eager to contribute my skills to OLC Care's esteemed team.

My professional journey in aged care began at Thompson Healthcare, where I provided personalized care to clients with diverse needs, including those living with dementia, mobility challenges, and cognitive decline. In this role, I assisted with daily living activities such as personal hygiene, medication management, and mobility exercises, always prioritizing dignity and safety. I collaborated closely with nurses and therapists to implement tailored care plans and maintained detailed records to ensure continuity of care. Additionally, my ability to communicate fluently in English, Nepali, and Hindi allowed me to build trusting relationships with clients and families from multicultural backgrounds, fostering an inclusive environment.

Earlier this year, I faced an unforeseen family circumstance that required me to return to Nepal temporarily. Upon my return to Sydney, I learned that my previous role had been filled due to staffing adjustments. While this was disheartening, it has strengthened my resolve to continue my passion for aged care in a supportive and dynamic environment like OLC Care. Your organization's 40-year legacy of excellence, emphasis on staff development, and vibrant team culture deeply resonate with my professional values. I am particularly inspired by Pembroke Lodge's commitment to creating a delightful workplace, and I am eager to contribute to a team that prioritizes both resident well-being and employee growth.

In addition to my aged care experience, my role as a Café All-rounder at Lola Cocina Spanish Restaurant honed my ability to thrive in fast-paced settings, manage competing priorities, and deliver exceptional service under pressure—skills I believe are equally vital in residential care environments. My training in infection control, manual handling, and NDIS standards further ensures that I can uphold the highest safety protocols while providing compassionate support.

I am enthusiastic about the opportunity to join OLC Care and bring my expertise in person-centered care, cultural sensitivity, and crisis management to your team. I would welcome the chance to discuss how my background aligns with Pembroke Lodge's needs.

## **Cover Letter**

Please feel free to contact me at 0490141818 or as2094722@gmail.com to arrange an interview.

Thank you for considering my application. I look forward to the possibility of contributing to the meaningful work your organization does in enhancing the lives of seniors.

Warm regards,  
Astha Singh