

Name Name (applicant)
Address Line 1
Address 2

dd Month Year

Name Name (hirer)
Title
Company Name

Dear *First Name*,

Thank you for your time on the phone this morning. I am very excited to apply for the position of **Aircraft Refueller** with ***Company Name***, as advertised on ****job search site****, as I was trained by ****name**** and ****name**** for aircraft refuelling for ****volunteer organization****, and did both testing and refuelling from both drum supply and tanker. I have attached my CV and outlined below my skills and experience in relation to the position

I have a current HR R drivers licence. I do not have a bulk dangerous goods licence, however I do have experience in transporting liquid loads with ****volunteer organization**** tankers and I have also transported pyrotechnics with ****Company name****. I have worked with pyrotechnics both in manufacture and in doing displays in Australia and overseas.

I have over 20 years volunteer experience with the ****volunteer organization**** and during this time was trained in aircraft refuelling and did this on a number of operations at **** Airport*. I have also had a good deal of exposure to airport operations, for example, I have experience driving vehicles and moving around **** Airport* during active firefighting operations and the operation of radios on **** Airport*. Through this work, I have developed a very strong safety ethic as I prepare fire trucks and equipment for fire fighting duty, and every detail must be checked and double checked to ensure the safety of the crew and also the effectiveness of the unit. I was also responsible for conducting site safety and risk assessments both with the ****volunteer organization**** and when I worked as a pyrotechnician with ****Company name****.

I am able to work both independently and as part of a team, this is how I have productively worked for the past 5 years in ****Company name****. The Store Manager would advise my department what additional jobs were required to be done at the start of the shift, and then I would work by myself and cooperatively with the other team members in my department (and others) to ensure that stock levels, cleanliness and customer service were maintained while our other day's priorities were seen to (for example, new setup for a sale/promotion). My extensive experience with the ****volunteer organization**** also demonstrates this skill, as almost all of our activities are carried out as a team but with individual tasks, and it is essential that we work together in order to ensure safety and minimise risks.

Having spent the last 5 years in a customer service role with ****Company name****, I have developed my communication skills. I have dealt with customers both face-to-face and over the phone. I have a calm, polite and professional approach, I listen carefully and then respond helpfully.

I am available and flexible to work shift work on a rotating roster. I am a reliable, punctual, hardworking and trustworthy employee, demonstrated by being trusted to open the receiving dock at store opening for ****Company name****, every morning (normally done by the Store Manager).

Thank you for taking the time to read through my application. I am available at any time for an interview to discuss my experience further, and am available for an immediate start. I can be contacted on ****** ****** or by email on *****@****.com*.

Yours Sincerely, Name Name.