

Elena Muller
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Email address

16 September 2018

Ms Name Surname
Title
Company name
Address

Dear Ms Surname

I would like to apply for the position of Training & Change Coordinator as advertised on Seek.com on the 31st August 2018. I believe I can make a real contribution to HAMBS and find your approach of co-operation, quality and integrity really resonates with my personal values.

After reviewing the requirements of the Training & Change Coordinator role, I was excited as it manages to combine two areas I am really passionate about: process improvement/change and training. As you will note from my attached resume, I have worked in a couple of different roles in Process Improvement for ECH between 2009 and 2015. While at ECH I was also required to develop, prepare and maintain internal training materials, train staff, in particular related to system changes. My current position with ABCDEF, as a Trainer, has really made me flourish as a competent and engaging trainer and facilitator. As a result, I have been granted two awards: Living the values in Dec 2016 (national winner) and Genuinely Care Award in Dec 2017 (SA & WA winner).

My passion for Education, especially content that changes behaviour and provides clear and measurable outcomes, has made me recently start a Dual Diploma in Training Design & Development and Vocational Education & Training. These two Diplomas, combined with my Bachelor's degree in Education, ensure that I have an excellent theoretical and practical grasp of education principles, training methods and techniques.

In regards to experience in end to end organisational change, I have been privileged to be part of and lead a number of projects at ECH which have had a significant impact in the business. As an example, in late 2016 ECH engaged me as a Consultant to create, structure, plan and communicate the launch of a new service. This project impacted 3 different business units and its roll out was a great success. Currently, this service employs 13 FTE staff members. I am willing and prepared to provide further examples at an interview.

I look forward to meeting with you, or your delegate, to further understand the requirements of this position and my suitability at an interview.

Yours sincerely

Elena Muller