

Housing New Zealand
Ami Building,
15 Osterley Way, Manukau
South Auckland 2104

12th January 2011

Dear Sophie,

Application for the role of Business Case Developer, ref#: 19394

I am writing to apply for the above position as advertised at www.seek.co.nz

I graduated with a BComm from the University of Auckland in September after finishing my final semester of studies in Sweden. While overseas, I also worked in marketing for three months in Germany. I learnt invaluable life skills in my year abroad on which I now strive to build my career.

For this role I bring a relevant skill set and a keen desire to learn. In my appointments within NZ I have researched, edited and co-written case studies. My time spent working with clients including Playstation and Electronic Arts in Germany enabled me to further refine my communicative faculties. Succinctly conveying complex ideas to a target market is what I am passionate about doing well.

In applying for the role of Business Case Developer, I bring forward my ambition to achieve highly through hard work. I seek professional development of hard and soft skills through this position. I would like to be mentored and to receive additional training if this is available. I am sure of my ability to add value to Housing New Zealand.

Please do not hesitate to contact me if you have the time to discuss further, or have questions. I look forward to your reply.

Yours sincerely,

Craig Jefferson