

Daniel Nguyen

04xx xxx xxx | daniel.nguyen@example.com | Footscray, VIC

[Date]

The Hiring Manager
XXXX Disability Services
Footscray, VIC

Dear Hiring Manager,

I am writing to apply for the Disability Support Worker position at XXXX Disability Services. I recently completed my Certificate III in Individual Support (Disability) and I am committed to supporting people to live independently and on their own terms.

During my work placement I supported participants with daily living, personal care and community access, followed individual support plans, and reported changes and incidents accurately. I take a person-centred approach, encourage choice and independence, and hold an NDIS Worker Screening Check, Working with Children Check, Police Check and First Aid certificate. I have a full driver's licence and am available across a range of shifts.

I would love the opportunity to support your participants and contribute to your team. My resume is attached, and I would be glad to attend an interview at a time that suits you. Thank you for considering my application.

Kind regards,

Daniel Nguyen