

COVER LETTER

TEALE REYNOLDS

To whom it may concern,

My name is Teale Reynolds and I am an English Literature student at the University of Western Australia. This semester I am undertaking a unit that requires me to seek out an internship. Publishing is my dream role as I have always been an avid reader and to be involved in the publishing world is my primary goal.

I think an internship with Fremantle Press would be an invaluable opportunity for me to gain related experience and I would be incredibly grateful. I am hardworking and passionate about publishing and if allowed the chance to intern for you I will strive to produce the best standard of work possible. At my current workplace, Grand Cinemas, I have been able to gain experience in a professional environment. My job has also allowed me to develop my organisational skills, and management skills as I am a 'crew trainer' and I am expected to manage and train new staff. I believe I can adapt this experience to a publishing environment and utilise the skills I have developed to become an asset to your company.

Thank you so much for your time and consideration,

Teale Reynolds

► 043 4466 334

► tealereynolds@outlook.com ► 27 Gateshead Loop, Mindarie, 6030



Teale Reynolds

CONTACT

► 043 4466 334

► tealereynolds@outlook.com

► 27 Gateshead Loop, Mindarie,
6030

EDUCATION

I am currently in my third and final year of my undergraduate degree at The University of Western Australia. I am studying a Bachelor of Arts, majoring in English Literature. An internship placement not only contributes towards my degree but will prove invaluable when I graduate.

WORK EXPERIENCE

Mc Donalds Mindarie

Casual Staff | 2012 - 2015

- At McDonald's I was able to gain experience in a variety of roles including food preparation, cash handling and most importantly customer service and conflict resolution. It was an incredibly fast paced environment and taught me how to deal with customer conflict quickly and professionally.

Grand Cinemas Currambine | 2015 - Present

Casual Staff / Crew Trainer | 2015-Present

- Along with cash handling and customer service, Grand Cinemas has helped me further develop my organisation and management skills in my position as a crew trainer. I perform a wide variety of tasks across the mainstream and the gold lounge which has taught me to quickly adapt to new scenarios.

SKILLS

- I exhibit strong communication skills both verbally and written which I have developed throughout my professional and academic career.
- I am competent with Microsoft Office and I also have basic design skills. I am comfortable using social media platforms and I am also a fast learner so I should be fine with any software that I am unfamiliar with.
- I possess the necessary skills to work effectively in your office; organisation, interpersonal skills, the ability to manage and prioritise multiple tasks and I am dependable and hardworking. I have very recently begun a volunteer position at the Fellowship of Australian Writers Association to help out around their office once a week which has made me comfortable in an office environment.

REFERENCES

- Reid Butler - Shift Manager - Grand Cinemas Currambine
0431 281 366
- Hayden Grimes - Shift Manager - Grand Cinemas Currambine
0450 564 298
- Michael Kerrison - Shift Manager - Grand Cinemas Currambine
0488 536 096