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ATTENTION

Anna P.
Umbrella Multicultural Community Care Services

Dear Anna,

Thank you for your patience to allow me to send this letter.

As discussed, and with reference to a recently sent email (From: Anna Pierucci Sent: Monday, 18 November 2024 11:04 AM To: mystery@socialcommentry.com), I wish to express my interest in volunteering to assist seniors with IT Skills.

At this point, I have received only your application form, as different to any position description. Therefore, I will presume any volunteer duties and assistance you may prescribe is yet to be firmly decided or or will be subject to negotiation.

My requested philosophy will be that I present a knowledge session on a particular topic on a regular basis. This session will consist of (in 2 parts) an informational presentation and then a practical session on a topic of interest. I will aim, at all times, to present a 2hr session and it is hoped that there will will be a worthwhile number of participants at each session.

It is my belief is that this more efficient and complete way of presenting to an audience. This belief has arisen from my academic experiences (Certificate IV Training and Assessment, many units of University study), my work experiences (Teaching Assistant and Tutor at Murdoch University) and volunteer experiences (South Perth Learning Centre).

Of course, I will understand that there are many factors that will influence this goal.

I will expect that, upon your continued interest, we will negotiate how close we can get to achieving this goal.

I have an exceptional desire to maximise my teaching skills that reflects my varied practical and educational experiences. Thus, I seek not to merely be present (at regular times) to assist with random questions Information Technology that may arise on a one to one basis (as I have found in my search results for similar roles).

This may become a hurdle in our negotiations, but I believe I have some suggestions that may placate this.

You may note significant gaps in my resume.

An explanation for these gaps will be given at an appropriate time.

Looking at the request to provide professional referees (on the application form), I am unable to provide a referee that has been a direct supervisor within the last 12 months. The next nearest is a person that has known me for approximately four years. I hope that this will be sufficient, but I will understand that if it is not. This referee is expecting your possible contact.

In summary, I note the anticipated place that these sessions will take place is relatively close to me (39 Abernethy Road Belmont), my availability to start as soon as we are able reasonably able to negotiate the scope of my contributions (say in Jan. 2025?) and the seeming popularity of the Internet Cafe (looking at the number of participants in the photo on the page <https://umbrellacommunitycare.com.au/contact-us/>). All of these advantageous elements gives me great encouragement that we can negotiate how I can assist.

I look forward to your contact and continuing our discussion on this opportunity.

Most Sincerely,

Simon Knox

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