

matthew@returnunity.com
Returnity Melbourne
6 Bond Street, South Yarra
Melbourne, VIC 3141

Dear Sir,

My name is Mavericks Leung and I am applying for a position as a Junior Email/Web Producer at Returnity Melbourne as advertised on www.seek.com.au on the 19th Jan 2010. I recently graduated with a Diploma of Website Development and a Diploma of Information Technology. I am currently employed at the State Library of Victoria as a Venue Assistant.

I am interested in this position because I would like to establish a career in the information technology industry that utilizes my qualification and work experience. This position with Returnity I believe is the perfect opportunity to achieve this goal. I have worked with Blueseed and Smallworldsocial which are firms dedicated to the use of social media in website development as a programmer which transferred design concepts into useable websites. Through these roles I have developed experience in web development, learning new techniques and approaches to meet deadlines whilst meeting the requirements of the client.

I am also currently employed at the State Library of Victoria as a Venue Assistant since 2006. In this position I am responsible for event management which is to ensure the smooth delivery of events held in the library. My responsibilities range from setting up audio visual requirements to attending to basic administration tasks. This position has enabled me to establish skills such as customer service, team work, punctuality and communication skills evidenced by positive feedback from clients. This has provided me with opportunities to build professional relationships with people from various backgrounds.

Please find attached a copy of my resume for your perusal. I can be contacted on the following numbers: (H) 9383 5887 or (M) 0423152694 or via email on: mavericks@webleveling.com. I look forward to hearing from you in due course.

Yours truly,

Mavericks Leung
