Dear Sir/Madam,

**AUDIOLOGIST**

Having seen your advertisement for an Audiologist, I am writing to outline my experience and track record in this area. I believe that I possess the skills, qualifications and experience necessary to make a very significant contribution to your team.

As you will note from my CV, I have completed my BSc (Hons) in Audiology at Aston University and graduated in the Summer of 2014. From October 2013 to April 2014, I worked as a part time Trainee Audiologist at the Alexandra Hospital in Redditch. Prior to this, I spent 9 months at Southend Hospital working as a full time trainee audiologist. Being able to combine my academic studies with work experience has been invaluable. Soon after graduating I was employed as a full time Band 5 Audiologist by the Epsom and St Helier NHS Trust and worked between two hospital sites. After working here for just over a most wonderful year, I moved onto working as a full time band 5 locum audiologist across various NHS hospitals in the UK.

In 2008, I also successfully established my own business; working as a bridal hair and make-up artist at Beaute academy salon. I still do this on a part time basis. Other experience includes working as a secretary, cashier, medical receptionist and teaching assistant. At this moment in time I also volunteer part time on evenings and weekends at a charity coffee shop to help those less fortunate.

Throughout my academic background and career to date I feel that I have developed many of the skills required. For example:

* A passion for science and technology
* Good communication/listening skills
* Comfortable using complex equipment
* Meticulous attention to detail
* Good interpersonal skills
* Being able to work as part of a team
* Able to plan, make decisions and organise workload
* Flexible working hours
* Adaptability

Finally, I would like to reiterate my keen interest in this role and feel that it will make best use of my existing skills and experience but also provide the opportunity for further personal and professional development.

Please do not hesitate to call me on 0786 484 2472 so we can arrange an interview to discuss my application in greater depth. I look forward to hearing from you.

Yours faithfully,

**Iram**

**Professional Profile**

An enthusiastic audiology graduate who is passionate about science and technology and combines a strong academic background with solid work experience. Possesses excellent communication skills and is able to liaise with the healthcare team and also to advise and reassure patients. Is confident when having direct contact with patients, adult and pediatric, respecting their privacy, being sympathetic and having an approachable and friendly attitude. Is comfortable using complex equipment and is willing to learn to gain more experience.

**Objective**

Is now looking to secure a role as an audiologist that will make best use of existing skills and experience but provide an opportunity for further personal and professional development.

**Education and Qualifications**

BSc (Hons): Audiology, Upper Second Class Honours, Aston University. 2010 – 2014

Secondary: 3 A levels, 1 AS level and 11 GCSE’s

**Career Summary**

**11/2015 – DATE FULL TIME BAND 5 LOCUM AUDIOLOGIST, various NHS hospitals**

**08/2014 - 11/2015 FULL TIME BAND 5 AUDIOLOGIST, St Helier Hospital, Sutton**

**10/2013 - 04/2014 PART TIME TRAINEE AUDIOLOGIST, Alexandra Hospital, Redditch**

* Carrying out all aspects of routine hearing assessment on all ages of patients ensuring that tests and procedures are appropriate.
* Gaining the trust and cooperation of patients to ensure that maximum accuracy is attained in the responses of the patient.
* Providing rehabilitative support/advice to patients, their families and carers, to encourage a positive attitude to their hearing loss and appropriate use of their hearing instruments.
* Maintaining a safe environment for staff, patients and relatives; adhering to Health and safety, infection control and risk management policies.
* Developing and maintaining links with other professionals and agencies to ensure positive outcomes for service users. E.g. education, social services, primary care staff, clinicians and GP’s
* Ensuring that records are maintained for all patients and are appropriately documented.

**2012 -2013 FULL TIME TRAINEE AUDIOLOGIST, Southend Hospital, Essex**.

* Carrying out an intensive full time 9 month placement under the supervision of highly qualified experienced senior Audiologists. Offering high-quality care and gaining the necessary background and experience to further enhance professional development.

**2010 - 2012 SECRETARY, Qaderi Enterprises**

* Typing letters, memos and faxes for Managers; ensuring that all records/files were accurate, kept up to date and filed appropriately.

**2011 MEDICAL RECEPTIONIST (voluntary work)**

* Acting as a main point of contact and creating an excellent first impression by being well presented and professional whilst responding to individual clients needs and providing exemplary standards of service.

**2008 - Date PART TIME BRIDAL HAIR/MAKE-UP ARTIST, Beaute academy and Freelance**

* Providing an outstanding client experience and building a loyal, quality client base by creating, developing and enhancing a client's personal appearance.

**2008 TEACHING ASSISTANT (voluntary work)**

* Assisting with planning and organising a range of individual/group activities whilst providing a positive, fun and safe learning environment for the children.

**2006 - 2007 CASHIER, Select and Save’ supermarket**

* Demonstrating excellent communication skills and a strong customer focus to deal with customers in an effective way, remaining calm and professional when difficult situations arise.

**Key Skills**

**I.T.** Auditbase, IPM, Word, Excel, PowerPoint, Internet, email and SPSS.

**Other:** Driver; full clean licence, own vehicle.

**Interests and Activities**

**Currently include**: Active member of a charity organisation, bridal business, volunteering, reading, photography, cooking and the gym**.**

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