FIRST NAME **LAST NAME**

**WRITTEN STATEMENT**

**INTRODUCTION STATEMENT**

Why would you be considered competitive for the role of Administrative Assistant?

*\*Please respond in 200 words or less*

Type your response here.

**QUESTION 1**

Please provide an example of how you have successfully put your financial management skills into practice.

*\*Please respond in 300 words or less*

Type your response here.

**QUESTION 2**

Please give details of a time when you have provided effective administrative support.

*\*Please respond in 300 words or less*

Type your response here.

**QUESTION 3**

Please provide an example of how your initiative and organisational skills have assisted you to achieve an outcome within a tight deadline.

*\*Please respond in 300 words or less*

Type your response here.