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Advice and Information Coordinator

Dear Recruitment Team at Carers UK,

I am writing to express my interest in the Advice and Information Cor position.

The specified job requirements are closely aligned with my interests in the development, implementation and maintenance of IT solutions.

As someone who has personally navigated the challenges of being an unpaid carer for my siblings with low-functioning autism, I have developed a deep understanding of the emotional, practical, and informational support that carers require. This experience has not only shaped my passion for helping others in similar situations, but it has also given me unique insights into the importance of providing empathetic and tailored support to those in need.

While my formal background is in Systems Administration and Web Development, I also took on significant coordination responsibilities within my organization. This included liaising with external organisations and scheduling meetings with participants from various timezones.

One of my strengths lies in communication; through my previous work experience I've delivered resolution windows, downtime notices, and troubleshooting updates to colleagues and clients in clear, accessible language, regardless of their technical background. I take pride in translating complex technical information into terms that are easy to understand and actionable. I've also supported design processes by presenting evidence-based recommendations to relevant parties, ensuring proposed solutions align with key objectives and are clearly communicated to both technical and non-technical audiences.

Having worked under tight schedules while managing multiple competing priorities, I've developed strong resilience under pressure and the ability to

perform effectively in fast-paced, dynamic environments. I value being an active participant within any department, building strong professional relationships, and contributing knowledge wherever possible. I particularly enjoy teaching and training, and I take pride in sharing skills and insights that help others grow in their roles. In this way, I hope to play a supportive role in building a technically confident and collaborative environment.

The opportunity to contribute to your team and support unpaid carers would be incredibly rewarding. I am confident that my background and commitment to improving the lives of carers align well with the values of Carers UK, and I would be honoured to contribute to the vital work you do.

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences can contribute to Carers UK's ongoing success.

Yours Sincerely,
Christ Amlai