

Sarah J.
Perth WA
0400 000 003
sample.hse@example.com

10 April 2026

Hiring Manager
[Company]

RE: Site HSE Advisor – Mining Operations

Dear Hiring Manager,

I am writing to apply for the Site HSE Advisor position. With nine years of site-based safety leadership across WA gold and iron ore operations, I bring a track record of measurable TRIFR reduction, ICAM investigation leadership, and an unwavering belief that good HSE happens on the floor, not behind a desk.

In my current role as lead Site HSE Advisor for an 850-personnel open-pit gold operation in the Goldfields, I have driven a 38% year-on-year TRIFR reduction over two consecutive years through a targeted line-of-fire and mobile-equipment interaction program. I led the ICAM investigations on three Class 2 incidents – investigation reports that were subsequently adopted as corporate case studies and rolled out across sister sites.

I am Cert IV qualified in WHS, ICAM Lead Investigator certified, and an ISO 45001 Internal Auditor. I have owned external surveillance audits across two cycles with zero major non-conformances. I am also Cert IV qualified in Training & Assessment, which I use day-to-day to coach frontline supervisors through hazard close-out and corrective action follow-through.

What I am told sets me apart is my preference for being out in the field. I run daily field-coaching observations with shift supervisors and have lifted near-miss capture rate by 4.2x within six months in my current role. I believe a good HSE Advisor is the person crews actively want to talk to, not the person they avoid.

I would welcome the opportunity to discuss how my site-based experience and field-first approach can contribute to your safety program.

Thank you for considering my application.

Kind regards,

Sarah J.