

John Doe

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March 24, 20XX

Jane Shewchuk
Human Resource Director
Yorkdale Shopping Centre
100 Main Street, Toronto, ON
M6H 2A9

Dear Ms. Shewchuk,

Working with the Yorkdale Shopping Centre over two years as a member of the Yorkdale-Mackenzie Partnership was truly an awarding experience for me, and I was delighted when you sent me an email last year concerning a possible summer placement at the mall. To give you an update, I am currently a first year undergraduate student at the University of Western Ontario, with Advanced Entry Opportunity to the Richard Ivey School of Business, and believe my skills make me the perfect candidate.

I have four years of customer service experience, during which I have worked hard to develop an energetic and outgoing personality with a team oriented attitude. The transient nature of the restaurant industry requires adapting to new co-workers every year, and my ability to build rapport quickly with new people, coupled with my experience working in almost every stage of team development with the kitchen and service staff, has resulted in my being promoted twice.

My volunteer positions as a gift shop cashier and eye clinic receptionist have also provided me with many administrative skills. As a receptionist, I took phone calls, updated records using database software, booked appointments, and handled patient concerns in an easygoing and professional manner. Both jobs required me to work well independently, and I always completed tasks with minimal supervision. I've also taken on various positions such as school treasurer, which required me to contribute as a team member. As a leader and president of three high school clubs, my staff advisors have described me as convincing and charismatic, able to capture the complete attention of an entire room when I'm speaking.

I enjoyed working with the previous manager Robert, but the effort you spent on developing the partnership when you came on board was truly amazing. Your commitment took the partnership to greater heights, and I admired this aspect of the new Yorkdale management style immensely. Having seen what the annual AGM meetings are like, I believe Yorkdale's culture is one where I would fit very well.

I can be reached at jdoe@uwo.ca, or (111) 111-1111. Thank you very much for your consideration, and I look forward to hearing from you soon.

Sincerely,



John Doe