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September 10, 2016

Ms. Donna Smith, Manager
ABC Company
1230 Waterloo Street
Waterloo, ON
N2A 3B4

Dear Ms. Smith:

I wish to apply for the Co-operative Education position of Sales Associate at ABC Clothing Company as advertised with Bluevale Collegiate Institute. I have been a customer at your store for many years and am excited by the possibility of joining your staff.

My enclosed resume highlights my skills, abilities, education and work experience. I am presently in grade 12 and am furthering my business experience through Bluevale's Co-operative Education program. I have performed well in my business and English courses and feel that they have given me a strong foundation that would benefit me in this Co-op position.

In 2016, I worked as a Camp Counsellor with the responsibility of planning activities and providing supervision for a wide range of children. I also managed the camp store where I was responsible for ordering supplies, handling cash and maintaining inventory. The job allowed me to become skilled using MS Office and Excel. I have also handled cash as a Paper Carrier. This job allowed me to improve my interpersonal skills and develop discipline at an early age. I have volunteer experience at The Food Bank, where I further improved my ability to effectively communicate with people, as well as my organizational skills. I also received Service Excellence training in 2016, which would allow me to professionally serve your customers. I learn quickly and I am a reliable, hard worker. I believe the skills I've developed are ones that make me well-suited for a Co-op position at ABC Clothing Company.

My goal is to open my own retail clothing business and I believe this Co-op position would help prepare me for that goal while allowing me to be a contributing member of your staff. I look forward to discussing my qualifications for the position with you. I may be reached after 3:00 pm at 519-777-7777 or you can leave a message on my voicemail. Thank you for your time and for considering me for the position.

Sincerely yours,

Amy Bluevale

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Encl.