455 Silin Forest Road

Fort McMurray AB T9H 4V6

March 29, 2017

Sandra Royle, Head of Human Resources

Ms. Sprinkles and Co.

1205 Main Street

Fort McMurray AB T9K 4K9

Dear Ms. Royle:

I am Sum Gai and I am a grade 9 student at Father Mercredi High School. I am writing to you in regard to the job posted for a customer service representative. I feel that I would be the perfect candidate for the job.

I have been a taekwondo athlete since a very young age. It has showed me how to work with a team. In taekwondo we practice together, spar and pull for each other at tournaments. It has increased my physical strength to give me the ability to lift light weights or even heavy if needed. These skills will be useful for your company.

Along with taekwondo I also have experience in babysitting which comes with important responsibilities. I have learned to maintain a clean and organized workplace. I can safely handle a variety of products, many of which may even be used in your ice cream parlor. Finally, I know I keep my customers happy because I routinely get called back.

I will have graduated grade nine by the time this position begins, and I have no travel plans for the summer. This means I am totally flexible with my schedule, including holidays, days, night and weekends as required. Your advertisement indicated that this would be an asset. I hope you will keep me in mind when choosing candidates to interview because I know I would do a great job for you.

Thank you for your consideration. Should you wish to contact me, I can be reached at s.gai@hotmail.com or 780-123-4567.

Sincerely,

Sum Gai

Sum Gai