February 27, 2017

Sports and Social Club

245 Eglinton Ave. E.

Dear Hiring Manager,

I am writing to express my interest in the position of League Coordinator. In response to your job posting on your company’s website, I have attached my resume for your consideration. I believe my skills and background is a good match for your organization.

I am an academically inclined student, where in high school I balanced a rigorous sports schedule with my academic studies. I have now transferred those time management and teamwork skills into my current studies at the University of Guelph-Humber, where my sports schedule is now enjoying the recreational soccer leagues offered by MSSC.

My experience at Pusateries as a **{INSERT JOB}** has given me a solid foundation in both customer service and administrative tasks. My role involves daily interaction with customers to ensure that they left with the experience that would have them coming back. My abilities to get the job done has been validating by being given larger responsibilities in my short tenure, sometimes balancing the cash, orders and food preparation over extended periods of time.

Please find enclosed my resume. I look forward to discussing my qualifications with you further in person. I can be reached at 416-823-1422

Sincerely,

Tanya Sanabria