Andie Shields

Calgary, AB

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September 1, 2025

XYZ Company

Address

Dear Hiring Manager:

Please accept my resume in consideration for the part-time \_\_\_\_\_\_\_\_\_\_\_\_position with \_\_\_\_\_\_\_\_ . I have graduated from the Bow Valley College\_\_\_\_\_\_\_ program. I am a \_\_\_\_\_\_\_ , \_\_\_\_\_\_ and \_\_\_\_\_\_\_\_ candidate and am looking forward to the opportunity to contribute to your organization by \_\_\_\_\_\_\_(what attracts you to the position. Or how you would like to contribute).

Some of the reasons why I believe that I would be a strong candidate for your organization include:

* Field Experience with XYZ company
* Workshop (s) in ……
* Certificate in …….
* Computer knowledge…
* Other?

I look forward to meeting with you to discuss how I would be able to make a contribution as a member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_’s team. Thank you in advance for your time and consideration.

Sincerely,

Andie Shields

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