

1Nitya Patel
123 Sesame St,
L82 5M2

April, 16 2024

Mr. Todd Silver
Ministry of the Environment
Toronto-Dominion Centre-23rd Floor
Toronto, ON,
M5K 1A5

Dear Mr. Silver,

I am a dedicated high school student with a strong foundation in leadership, collaboration, and time management, seeking opportunities to contribute to your organization. My experience as a tutor has equipped me with effective communication and teamwork skills, essential for any business environment.

Academically, I consistently achieve high grades, balancing my coursework in Business Studies, Science, and Geography with extracurricular activities. Taking a business course allowed me to apply my skills in research, budgeting, and presentation, earning positive feedback from my peers and others.

I am eager to bring my skills and enthusiasm to your organization and further develop my professional abilities. Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team.

Sincerely,

A handwritten signature in black ink, appearing to be 'Nitya Patel', written in a cursive style.

Nitya Patel