

Kirsten Harrison
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Aylesford, NS
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{DATE}

{ADDRESSEE}
{132 Somewhere Street}
{Anywhere, Country}
{Postal Code}

To whom it may concern,

I am applying to **{INSERT JOB AND POSITION HERE}**. In June, I will be graduating from the Community and Environmental Planning concentration of the Geographic Sciences program at the Centre of Geographic Sciences in Lawrencetown, NS. This past summer, I worked as a GIS Technician Summer Student with the Kings County Municipality office, for the duration of four months. During the period of my summer employment I had learned a lot about Zoning, By-Laws, Municipal Planning Strategies and the common everyday work that happens within a Municipal Planning office.

During my past two years at COGS, my organizational and time management skills have improved immensely because of the demanding schedule that comes from this program. These skills have benefited me not only in school, but as well with the rest of my daily activities and work ethic. They have helped me balance being a Student Mentor, helping my classmates with the work that they do not understand and also keeping up with my own work.

Upon completion of the program, my immediate career goal is to **{INSERT JOB AND POSITION HERE}**, full time, as a Planning Technician in the **{LOCATION}** office. I would love to have the opportunity to interview with your company so we can further discuss my abilities as a Planning Technician.

Sincerely,

Kirsten Harrison