

Cornel R. Barrett
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Etobicoke, Ontario
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September 18th 2018

Mercedes-Benz Canada
98 Vanderhoof Avenue
East York, Ontario
M4G 4C9

To whom it may concern,

With my discernment and interests within Canada, I am determined to apply for the Administrative Internship. My name is Cornel Barrett, and I currently attend West Humber Collegiate Institute—as a student under the eleventh grade. From my successful upcoming whereabouts within the occupations I have served and other sorts of qualifications I have obtained, I believe I have the competency and knowledge to pursue this occupation.

To be an Administrative Intern or practically any occupation, it takes honesty, moral, and basic common sense. There will be many occurrences of events that will constrain us to make such decision, either straightforward or deliberate. Within the outgoing six months, I have proven to be an outstanding leader despite other individuals who have more prior knowledge than me. I have led multiple projects, organized and recorded remarks on information within my first and only time working at such workplace. I have always been in leadership, every time I hold such office, and that is because how unique and well-rounded person I am. Furthermore, I have worked as Senior Advisor from my departure of being a rookie of such workplace, as well as having insights on top level high command discussions regarding the workplace. That concludes my summary about myself and basic perspectives, and now let's speak about the actual position and workplace.

For the actual position I hereby am applying for, I believe the Administrative portion needs to improve on public relations, operations, and basic inspections. For instance, strengthening communication and stable leadership needs to be discussed properly while moving forward. Our affairs will include oversee designated operations and encounter situations to resolve.

As for my experience that is unprecedented—excellent—unique, I have no doubt I will serve well with others in this position. In conclusion, I believe the management of the internship is looking for those who have can meet their standard/or prerequisite in achieving operations needed to be finalized, those who can do their duties meanwhile staying in legal compliance or in de jure of their policies and the laws within Canada. That being said, I believe I have met the requirements of the application process and thank you

for reading this statement of interest. Furthermore, there is additional of pages regarding my short resume.

Respectfully Yours,

A handwritten signature in black ink, appearing to be 'C.R.B.' with a stylized flourish at the end.

Cornel R. Barrett

— Grade Eleventh Student at West Humber Collegiate Institute

CORNEL R. BARRETT
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Job Objective

To use my prosperity and determination to be competent in the field of my occupation.

Qualifications

Decent Level of Communication
Dependability
Quick Study towards Duties
Multitasking
Organizing
Prioritizing
Inimical towards malicious remarks
Able to work with

Specific Skills

Coding & Programming Beginner – Lua, Python, Javascript, & C++
Graphic Designing – Photoshop & Cinema 4D
Law – Able to Interpret & Create Legislations & Amendments
Documentation – Formatting & Writing
Management – Overseeing & Regulating

Education

Full-Time High School Student
West Humber Collegiate Institute, Toronto Ontario, Canada
September 6, 2016 - Present

Position Holding

Manager (Part Time)
Nu Deal Food Fair, Kingston, Jamaica
2011-2013

- Greet Customers
- Issues Receipts & Other Entities
- Receives Payments by Customers
- Oversee Employee(s) and Monitor Operations
- Enforcing Work Policies