Unit #1 8111 160 Street

Surrey, BC V4N 0V4

October 1, 2020

Mr. Harjot Wazir

Kumon of Surrey-Fleetwood

Unit #202 15955 Fraser Highway

Surrey, BC V4N 0V4

Dear Mr. Harjot Wazir

I am interested in applying for the position of Student Assistant for your Kumon Center at the Fleetwood Surrey location. I have visited your center in the past and always found the staff is very friendly and helpful. It would be a great opportunity for me to work with your team.

I have supported young children while I was working for an organization as an event helper. Good communication skills and my friendly nature have helped me to connect with young children. Good listening skills helped me to understand their needs and assist them. I have had opportunities to work with groups of people which helped me to become a team player. My volunteer work in the library has made me neat and organized.

My resume is enclosed here, and I look forward to having an interview at your convenience. My contact is (604) 442-7873 every weekday evening and/or weekends. Thank you for considering my application.

Yours Truly,

Sarthak Nadkarni

Enclosure