

430 Bluevale Street N.
Waterloo, ON
N2Z 4Z9

October 5, 2009

Mr. Robert Boathouse
The Boathouse
550 King Street N.
Waterloo, ON
N2W 1W9

Dear Mr. Boathouse:

I wish to apply for the Customer Service position at Boathouse as advertised on www.Monster.ca.

My enclosed resume highlights my skills and abilities, education and work experience. I am presently in grade ten at Bluevale Collegiate and am furthering my employability skills in my Career Studies class. I am very proficient in MS Office and have excelled in my business and English courses and feel that this foundation would be of great benefit in this position.

For the past six months, I have worked as a Customer Service Representative at West 49, with the responsibility of handling customer questions, finding appropriate sizes and receiving weekly stock. One of my other responsibilities included filing reports and documents, which I was able to perform accurately and efficiently. I am familiar with a retail store environment and all facets of a Customer Service position. I learn quickly and am a very hard worker. I work well in a team environment and have strong communication skills.

My goal is to be involved in a fast-paced retail setting; therefore, I look forward to discussing my qualifications for the position with you. I may be reached after 3:30 pm at 519.888.8888 or on my cell at 519.777.7777. Thank you for your time and for considering me for this position.

Sincerely yours,

Amy Bluevale

Encl.

