

Cassy Frederick

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11th March, 2016

Mrs. Tammica Pitt
Human Resources Manager
Cassidy & Co. Ltd
P.O box 1234
Castries

Dear Mrs. Pitt:

I am writing to express my interest in participating in a summer internship position with your establishment.

I am on my final year at the institution of Sir Arthur Lewis Community College and currently enrolled in the Business Administration Program and will receive an Associate degree upon completion. I am an executive member at SALCC Greek Heritage Club; this has helped me to develop initiative and the ability to work well with others.

During the summer, I worked at an employment firm where I acquired the skill in telephone etiquette and enhanced my communication skills. In Addition; I also worked in my family business and learnt to deliver great customer service and the ability to cope with work pressures. Throughout this period I learnt how to be flexible in order to better meet my individual needs as a student and business needs of my family's business.

If given the opportunity to form your reputable team, I can assure you that I will endeavor to uphold the high level of professionalism your firm is known for.

Enclosed is a copy of my resume for your perusal. I would be pleased to attend an interview at your earliest convenience. Thank you for your time and consideration. I can be contacted at the above telephone and email address.

Yours Respectfully

Cassy Frederick

Enclosure:
Resume