

November 25, 2016  
123- 456 Madeup St.  
Vancouver, BC V6F 1C8

Kevin Oke  
[LlamaZOO](#)  
Victoria, BC

Dear Mr. Oke:

SUBJECT: Inquiry about an Office Coordinator position with your startup

It is with great enthusiasm that I submit my application for a position with your company. Your mission of merging gamification with education is especially fascinating to me, because I believe that merging pleasure activities with learning is a truly effective approach to education. Your company goals are a perfect match for what I care about and believe in.

My education and work experience would be a great fit for the role. Before pursuing my Bachelor's Degree at UBC, I worked as a manager at the busiest Cora restaurant in western Canada. Here I had the opportunity to start with the new franchise from the beginning and see what it takes to bring a business off the ground. This experience is very transferable to helping you build and maintain your startup.

My responsibilities as manager included human resource tasks including hiring, conducting interviews, and onboarding, as well as administrative responsibilities such as scheduling, payroll, inventory, and reporting. While all my responsibilities were informative and edifying, the team building aspect of this position highlighted to me the great value of developing and maintaining a strong culture and team spirit.

I bring a positive attitude to everything I do, and my references will confirm that I am hard-working, competent and dependable.

I hope you find that I could be a valuable addition to your team. I would welcome an interview at your convenience.

Best regards,

A handwritten signature in black ink, appearing to read 'Hannah Wagner', with a stylized, cursive script.

Hannah Wagner

Attached: Résumé