9155 St-Hubert

Montréal, QC, H3M 1P2

September 16, 2019

Ms. Lola Johnson

Vice President

Battat

8440 Darnley St.

Mont-Royal, QC H4T 1M4

Canada

Dear Ms. Johnson,

I am writting in reference to the open position of assistant sales manager for the middle eastern market. I became aware of this opening through the Jobboom.com website. I will be graduating from Collège André-Grasset in May 2019, receiving a diploma in business and administration.

I believe that the knowledge I acquired from course in Business Dynamics and Marketing will be significant asset for the position you are offering. Also, my experiences as a figure skating coach and as a assistant in a hairdresser tought me to have a big sens of responsibility and to be a good leader. I am eager to learn new skills and ideas, and strive for results.

In researching your business, I learn that you use plenty of initiatives to reduce your environmental footprint. I’d be more than proud to work with an environmentally conscious company and I would be willing to add my part in it’s step for change.

The enclosed resume highlights my experiences and skills; additionnal information and references are available upon request. I would welcome the oppurtunity to meet with you and further discuss my fit at Battat. To arrange an interview, please call me at 514-641-2060. Additionally, I use email regularly and can be contacted at any time at florencemthot@yahoo.ca. Thank you for your time and consideration.

Sincerely,

Florence Legault