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City of North Vancouver • District of North Vancouver • District of West Vancouver

July 9, 2015

Mandy Simk
Parkgate Animal Hospital
3650 Mt. Seymour Pkwy.
North Vancouver, BC V7H 2Y5

Dear Ms. Simk,

On behalf of the staff and volunteers at the North Shore Emergency Management Office (NSEMO), I would like to thank the Parkgate Animal Hospital for assisting us and assisting the residents who were affected by the structural fire event on May 7th, 2015 in the Parkgate Community.

NSEMO sincerely appreciates the fact that Parkgate Animal Hospital was able to accommodate and treat the cats that were affected by the fire. Having you support the Canadian Disaster Animal Response Team and the affected pets from the event was a real comfort to the residents and to us.

Thank you for being so incredibly supportive to our community in a time of need. Please pass on our sincerest thanks to everyone on your team, and especially to those who were involved in providing assistance during this event.

Kindest regards,

Anastasia Ovodova
Training & Volunteer Coordinator
Emergency Support Services Director
North Shore Emergency Management Office

147 East 14th Street, North Vancouver, BC, Canada V7L 2N4 • Phone: 604.969.7000 • Fax: 604.985.3733 • www.nsemo.org

ELECTRICIAN

your.name@gmail.com 147 Your Address Rd,
(XXX) XXX-XXXX City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[41] Company Address
[Company City, State, XXXXX]
[000] XXX-XXXX
[Hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

My name is [Your Name] and I am applying for the position of [position name] with your company as advertised on [company website/Indeed/Job board website].

I am a fully licensed Master Electrician (Class A) with over 9 years' experience as a residential electrical contractor, including the past 4 years in the Greater Boston area with McNeely Electric. My field service has included planning and installation of electrical systems in new homes and troubleshooting and repair of existing installations. I have recently undergone further skills training in PV solar installation and systems maintenance and will be writing my NABCEP exam this year.

Apart from my technical skills, I am reliable, trustworthy, and punctual. In particular, I take pride in the quality of my customer service. Much of the work I did for my previous company came through client referrals, and I will bring the same standard of service and professionalism to yours. I also have experience leading small teams on larger operations and working on my own on smaller projects.

I am committed to the highest standards of electrical safety and operational protocol, and I am fully up to date on all OSHA certifications, occupational safety codes, and state legislation. Please find my contact information on this letter and in my enclosed resume.

Sincerely,

[Your Name]

FOOD SERVICE

your.name@gmail.com (000) XXX-XXXX 147 Your Address Blvd, City Name, CA XXXXX

[Today's Date]

[Hiring Manager's Name]
[41] Company Address
[Company City, State XXXXX]
[000] XXX-XXXX
[Hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I'm writing to you regarding the food service position at [Company Name] that I saw on [Website Name]. With over six years of experience in the industry, my skills prove that I am a strong candidate for the role, and I am confident that I will make a valuable addition to your establishment.

While working at The Big Lobster for the past two years, I honed my customer service skills, as well as mastered keeping track of inventory and training underperforming staff, becoming a well-rounded food service worker in the process. I also served as an assistant food service worker, where I perfected menu presentation, mastered 3 types of POS terminals, and helped maintain a hygienic kitchen. My contributions made both establishments higher performing, and helped give many customers a pleasant dining experience.

My accomplishments include:

- Manually calculating and splitting bills, completing 53 orders when the POS terminal was down
- Learning a special shorthand for taking down phone orders quickly and efficiently
- Compiling an encyclopedic knowledge of wines, entrees, restaurant equipment, and POS terminals

With my wealth of experience, I am the perfect fit for your restaurant. I have attached my resume to further demonstrate my previous experiences and valuable skills. I look forward to hearing from you, and would be happy to come in for an interview. Thank you for your time and consideration.

Sincerely,

[Your Name]

Mr. Ali Mohammed
Executive Director
Gulf Consultants, LLC
King Faisal Street
Sharjah, UAE

September 5, 2015

Dear Mr. Mohammed,

I would like to thank you for taking me as an intern in your company for six weeks. I learned a great deal from working with the highly professional and supportive employees of your company. It really helped me to put some of my academic work into practice.

I sincerely hope that I contributed to your organization during the time I was there.

Sincerely,

Sahar Smith
School of Business Administration
American University of Sharjah
PO Box 26666
Sharjah, UAE

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