

Carlos Cover  
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Month day, year

Chantal Michalski  
President and Founder  
Canadian Gymnastics Association  
171 Flexibility Drive  
Toronto, ON M1M 3M3

**Re: Membership Coordinator Position**

Ms. Michalski:

I would like to thank you for taking the time to discuss the particulars of this job opportunity with me yesterday. The position of Membership Coordinator, as was advertised in your Association's monthly newsletter, is one of interest to me, and one for which I would be well-suited. Having been an active member of the Canadian Gymnastics Association for the past 4 years, I strongly support the Association's mandate of promoting and providing positive and diverse gymnastics experiences through the delivery of quality gymnastics programming.

I have experience working in an office environment, and as such, I am familiar with the challenges and rewards offered by such work. During my university education, I had the opportunity to remain involved in both pursuing and coaching gymnastics. I was also able to further develop my time-management and interpersonal skills through my active involvement in leisure activities and community groups, and to develop my research, communication, and presentation skills through a variety of coursework and projects.

In my previous job as Assistant Special Events Coordinator with the University of Ottawa's Student Life Sector, I demonstrated that I am a skilled and competent communicator in both written and spoken English and French. As well, I consistently displayed a pleasant phone manner, was courteous with customers, and took pride in recording and relaying information accurately and effectively. Furthermore, I am familiar with typical office software in both Windows and Mac formats, and enjoy producing high-quality, professional documents.

I am sending you my resumé for your review, and trust that you will contact me by phone or by e-mail if you require additional information or to further discuss the position or your needs. I will be in your area next week and would greatly appreciate an opportunity to meet with you at that time.

I thank you for considering my application and look forward to speaking with you soon.

Sincerely,

Carlos Cover

Encl. Resume