

**Example of a Cover Letter used to apply for a  
Summer Internship at Yorkdale Shopping Centre**

**John Doe**

111 Jobsearch Street | Toronto, ON, A1B 2C3 | (111) 111 - 1111 | Jdoe@uwo.ca

---

February 19, 2XXX

Dear Ms. Shewchuk,

Working with the Yorkdale Shopping Centre over two years as a member of the Yorkdale-Mackenzie Partnership was truly an awarding experience for me, and I was delighted when you sent me an email last year concerning a possible summer placement at the mall. To give you an update, I am currently a first year undergraduate student at the University of Western Ontario, with Advanced Entry Opportunity to the Richard Ivey School of Business. I hope I can show why my skills make me the perfect candidate.

I have four years of customer service experience, during which I have worked hard to develop an energetic and outgoing personality with a team oriented attitude. Due to the transient nature of the restaurant industry, I have had to adapt to new co-workers every year. Eventually, I became one of the leaders with the most seniority, having worked in almost every stage of team development through my experiences with the kitchen and service staff. My manager has noted my ability to build rapport quickly with new people, and has consequently promoted me twice.

My volunteer positions as a gift shop cashier and eye clinic receptionist have also provided me with many administrative skills. As a receptionist, I took phone calls, updated records using database software, booked appointments, and handled patient concerns in an easygoing and professional manner. Both jobs required me to work well independently, and I always got the job done with minimal supervision. I've also taken on various positions such as school treasurer, which required me to contribute as a team member. As a leader and president of three high school clubs, my staff advisors have described me as convincing and charismatic, able to capture the complete attention of an entire room when I'm speaking.

I enjoyed working with the previous manager Robert, but the effort you spent on developing the partnership when you came on board was truly amazing. Your commitment took the partnership to greater heights, and I admired this aspect of the new Yorkdale management style immensely. I would love to work at Yorkdale because it would be my first experience in my future career, and that means so much to me. Having seen what the annual AGM meetings are like, I feel that Yorkdale's culture is one that I would fit very well in. If given the opportunity to join your team, I would give my all to prove myself. I believe Yorkdale is an environment in which I could learn and develop, while contributing whatever is needed to further its development.

I can be reached at jdoe@uwo.ca, or (111) 111-1111. Thank you very much for your consideration, and I look forward to hearing from you soon.

Sincerely,

John Doe