**Jason Sangha**11247 96 Avenue  
Surrey, BC, V3V 4D5  
604-555-1234  
Sangha\_j@gmail.com

February 19, 2021

Manreet Claremont  
Best Buy

12048 80 Avenue

Surrey, BC V3W 3M1

Dear Mr. Claremont:

Thank you for your willingness to interview and possibly accept a L.A. Matheson Co-op student for a two-week work experience placement. I believe that my passion for technology, strong work ethic, and commitment to service will help to make me a valuable member of the Best Buy team.

With great attention to customer satisfaction, I pride myself on being professional in all of my interactions. I enjoy working as part of a fast-paced team and have a keen desire to develop my knowledge base and occupational skills. I focus on maintaining a positive disposition even under pressure and feel that a friendly and vibrant workplace is essential to giving customers a high quality experience.

Being enrolled in subjects such as Information Technology at my school has taught me the importance of paying attention to detail when exhibiting my creative skills and abilities. I am confident that when combined the attributes I have developed by volunteering at school and in the community, I will be an effective contributor to your thriving and unique company.

I look forward to meeting with you to discuss my upcoming work experience and appreciate you taking time to review my resume. At your convenience, I can be contacted at 604-555-1234 to arrange an interview. Thank you for your consideration.

Sincerely,

[sign your name here]

Type your name in full here