**Olivaldo Soares**

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April 19, 2017

LaSalle College

**Mr. Robert Koffler – Stage Coordinator**

2000 Ste. Catherine Street, suite 2000

Montréal, QC., H3H 2T2

**Mr. Koffler**,

I am just about to successfully complete my courses for the DEC-Diploma in Business Management. My favorite subjects were the *International Business, Marketing, Project and Business Management* courses.

The DEC program requires that I do an internship of 4 weeks in an enterprise. These 4 weeks are completely **free** and **unpaid**. I would very much appreciate if you could give me the opportunity to apply my skills and knowledge to the real life situations in your company. Some of the personnel might be overloaded with work - I could help in any task.

The Internship is **free of charge** to your business and does not call for any further commitment or obligation on your part. However, I would be happy if you might consider me good enough - after I complete the “stage au milieu de travail” - to become a member of your team.

I enclose hereby my CV in the hope that you will give me the chance to do the Internship in your company.

Please e-mail or call me at the above number - I promptly will return your call.

Thank you so much,

*Olivaldo Soares*

Olivaldo Soares

Enclosure: CV