February 2017

To Whom It May Concern:

As a highly motivated and dedicated student with strong communication and interpersonal skills, I would like to apply for any position of customer service.

As a student I have been extensively involved in my ex school community, which has allowed me to develop strong interpersonal skills. My involvement in various events and sports, has allowed me to work closely with my peers while supporting the school community as a whole.

These experiences have allowed me to develop strong time management and organizational skills, which I see as being very important when seeking to work in casual employment while continuing to study.

Personal attributes that I believe make me suitable for this position includes:

* **Motivation:** Volunteer participation demonstrates high motivation.
* **Customer Service:** As Brand ambassador and serving guests in a restaurant.
* **Teamwork:** Relying on the other people builds trust, and become a stronger team.

I enjoy working with others and believe that my strong communication skills and respect will ensure that I can meet the expectations of this role.

I am aware that you will receive a large number of applications for this job, but I would very much appreciate the opportunity to demonstrate my capabilities to you in person.

I believe that I have a lot to offer your organization. I am keen to develop my professional skills and look forward to discussing my application with you at an interview. I have enclosed a copy of my resume for your consideration

Thanking you in advance for your time,

**Armenta, Leopoldo**

**Email:** armentaleopoldo@gmail.com

**Mobile:** 4389213426

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| **leopoldo, armenta** | |
| |7687-6 Saint-Denis Montreal H2R2E7 | 438-921-3426 | [armentaleopoldo@gmail.com](mailto:armentaleopoldo@gmail.com) | |
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| SKILLS & ABILITIES:  Personnel Management, Business Management, Faith, strong work ethic, problem solving, adaptability, Communication, customer service, proactive, team work, handing pressure, collaboration, Global Business, International Marketing, and Sales.  LENGUAGES:  English, Spanish, Portuguese (basic) | |
| Education: | |
| AEC Transportation Logistics  LaSalle College, Montreal.  Degree in International Commerce  Universidad La Salle Noroeste, Obregón, Sonora, Mexico. | 2017-2018  2010-2014 |
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| LEADERSHIP & COMUNICATION: |  |
| * Member of “Indivisa Manent” (youth group in the University), organizing camps, spiritual retreats, solidarity campaigns, Mission trips and spiritual advisory. * Member of student council as the representative of the administrative and economic area, representing the students, organizing several events for the University to provide resources to different educative areas, maintaining a positive relationship between the student body, campus administration, and the local community. * Member of tennis team of Universidad La Salle Noroeste, participating in several tournaments in Obregon City, State of Sonora, Mexico Distrito Federal and State of Coahuila.   EXPERIENCE:  Waiter  SONSIE Restaurant, Newbury Street, Boston, MA 2015-2016   * Greeting the guests and making them feel the most comfortable and amazing experience with food, drinks and place.   Spanish Teacher  Archbishop O’Hara High School in Kansas City, MO 2014-2015   * Planning lessons and educating students using exercises and activities that assists in Spanish language acquisition. Including versatility, patience, good communication abilities, a sincere desire to help students to learn.   Quality Engineer Assistant  Yazaki North America 2013   * Realizing and preparing the process of singles manufacturing operation and production lines to improve quality, productivity, the employee safety and protecting the environment. Fulfilling requirements of SO TS 16949/2009 and ISO 14000.   Brand Ambassador  SKY Mexico 2010   * Representing the brand to targeted customers in order to increase awareness, working closely with the marketing and sales department to achieve the goals of the company. | |