

Daniel Brunet
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March 26th , 2013

To whom it may concern,

I am just about to successfully complete my courses for the DEC-Diploma in Business Management. My favorite subjects were the Marketing, Customer Service and the Finance 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 of your company. Some of the personnel might be overloaded with work - I could help in any task.

The Internship or "Stage au milieu de travail" is **free of charge** to your business and does not call for any further commitment or obligation on your part. However, I would greatly appreciate if you would consider my candidature good enough to become a member of your team.

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

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

Thank you so much,

Daniel Brunet

Enclosure: CV

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Characteristics:

I am a positive, optimistic and cheerful person and I am conscientious at work. I am looking for an unpaid internship position as an office assistant, or documentation clerk with a company where I can apply and further develop my acquired skills. My free "Stage au milieu de travail" is for 4 weeks at your convenience. I speak and write in **English** and **French** fluently.

Education:

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|-----------|-------------------------------------|---|
| 2010-2013 | LaSalle College Montréal, QC | Diploma of Collegial Studies (DEC) in Business Administration, Management, Marketing, Finance, and various computer skills, such as MS-Word, Excel, Access and Powerpoint. Team Leader for the Business Management final project. |
| 2008-2010 | Champlain College St-Lambert, QC | Studies in Social Science |
| 2003-2008 | Centennial Regional High School | Graduate with honors in Math and English |

Work Experience:

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|---------------|--|--|
| 2011- Present | Costco Wholesale Brossard, QC Deli, Butchery and Bakery Aide | Working in the preparations of the cutting of meats, the assembling or ready to eat dishes and the making of pastries. Receive and document inventory. Pay for internal purchases. |
| 2007-Present | Pizza Hut Brossard, QC Shift Manager | Manage the restaurant when the manager is away, assure that the standards are respected and the finished product meets company standards, count register and assure they balance. |

References from work and schooling are available upon request.