**Mai Huong, Vo Thi**

Montréal, QC., H3T 1L1

Cell: (514) 839-2596

E-mail: vtmh1996@gmail.com

Date: March 11, 2019

Object: **Unpaid Internship - Office Assistant**

**To whom it may concern,**

I am a graduating student at LaSalle College in downtown Montréal. The DEC in the Business Management program requires that I do an Internship of 105 hours in an enterprise. The Internship is free of charge to your business and does not call for any further commitment or obligation on your part. It is in your company where I want to complete my internship because I have a special interest in working in office environment, where I can learn more about the company based, enhance my knowledge as well as practise office essential skills.

I would very much appreciate if you could give me the opportunity to apply my skills and knowledge in a professional context. My favorite subjects were the International Marketing and Business Management courses with which I can be very useful to your business. Some of the personnel might be overloaded with work - I could help in any task. These 105 hours of Internship are completely free and unpaid.

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

Please call me at the above number - I promptly will return your call and will be happy to share with you during an interview my motivation and other capabilities.

Thank you so much,



Mai Huong, Vo Thi

Enclosure: CV