**Rachel, Akouvi Djagli**

Montréal, QC., H8R 1J2

Cell: (438) 928-8277

E-mail: racheldjagli@gmail.com

Date: April 1st, 2019

Human Resource department

Montréal, QC.,

Object: **Internship – Administrative Assistant**

**To the hiring manager,**

I am graduating student at LaSalle College in downtown Montréal. My DEC Business Management program requires that I do a 105 hours of internship in an organisation. I want to complete my internship in your company because I have a special interest in the position of Administrative assistance. I am particularly interested in working with you because your company has a favorable environment that encourages career and personal growth and I believe that it is the perfect environment for me to apply and develop my acquired 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 Human Resource management,Marketing research and budget planning 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.

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

Please contact me at the above phone number or e-mail - I promptly respond and will be happy to share with you during an interview my motivation and my capabilities.

Thank you for your time,



Rachel Akouvi Djagli

Enclosure : CV

**Rachel, Akouvi Djagli**

Montréal, QC., H8R 1J2

Cell : (438) 928-8277

E-mail : racheldjagli@gmail.com

**Profile :**

I am looking for an **internship** position as an **Administrative assistant**, with a company where I can apply and further develop my acquired skills. My free “stage en milieu de travail” is for **3 weeks** at your convenience.

**Skills:**

* English, French
* Positive, teamwork, cheerful
* MS-Word, Excel, PowerPoint, Project

**Education:**

|  |  |
| --- | --- |
| Diploma - Collegial Studies (DEC) – Business ManagementLaSalle College, Montréal, QC. | 2016 - 2019 |
|  |  |
|  |  |
| Datus International Secondary SchoolTema, Ghana | 2013 - 2015 |
|  |

**Work experience:**

|  |  |
| --- | --- |
| **Sales agent** IOS Call Center, Montréal* Present offers to customers with a smile
* Perform credit checks
* Process and conclude sales
 |  2018 |
|  |  |
| **Cashier**Subway, Montréal* Welcome customers with a smile
* Collect payments and bag customers’ purchases
* Maintain accurate cash drawer
* Keep checkout area clean and orderly
 | 2016 - 2017 |
|  |  |
| **Voluntary work**Group D’Action pour le Développement Durable, Togo* Travel across villages and towns to sensitize against Female Genital Mutilation.
 | 2012 - 2015 |

References from work and schooling are available upon request.