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Phillip Smith
Manager
Children's Center
6457 Industry Plaza Street
Toronto, ON
L6D 7B5

Dear Mr. Smith,

Thank you for taking the time to interview me for the developmental worker position within your organization. After reviewing your comments about the job requirements, I am convinced that I can make an immediate contribution to your operations.

Since you are going to reach a decision quickly, I would like to highlight the following points, which will confirm my qualifications for the position:

- Empathetic, professional, organized and mature individual
- Ability to work with clients in large or small groups
- Trained to assist clients one-on-one
- Proficiency in MS Word, Excel, Corel WordPerfect and Access
- Exceptional team player who can work well under pressure
- Knowledge of community organizations
- A flexible work attitude

I am looking forward to hearing from you in the near future. Being a part of your team is an enticing prospect. Please be assured that I am ready for an immediate start date.

Sincerely,

Mark Peterson

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