

# Dani-Lyn Beighton

[Danni-Lyn Beighton@Loyalistc.on.ca](mailto:Danni-Lyn.Beighton@Loyalistc.on.ca)

1 Raymond Street, Peterborough, Ontario K9H5M8 • (705) 745-4499

March, 26<sup>th</sup>, 2015

Julie Cook  
Manager  
Realty Canada Plus  
645 Lansdowne Street West  
Peterborough, Ontario  
K9J 745

Dear Ms. Cook:

I am writing in response to your job ad for the position of Office Manager with Realty Canada Plus. I am confident my previous customer experience, receptionist work and educational background make me a well-qualified candidate for this position.

As a Receptionist at Like U Salon and Spa, I provided exceptional customer service and dealt with many people of all ages. My ability to successfully communicate was essential when helping customers find great gifts and choose products. Being approachable and personable enhanced my capabilities when assisting customers.

I would make an excellent addition to the office team at Realty Canada Plus as I know the importance of team work, and am able to work with others to meet deadlines and ensure that work is completed. In addition, I am a confident, energetic and patient individual who has a passion for the real estate industry.

I would like to speak with you directly in order to further discuss a potential job with Realty Canada Plus. I will be in touch with you next week by telephone. Thank-you in advance for your time and consideration.

Kind Regards,

Dani-Lyn Beighton