

Jane Little

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Kevin Magic
Manager
Ontario Lottery & Gaming Corporation
70 Foster Drive, Suite 800
Sault Ste. Marie, ON, P6A 6V2

Dear Kevin Magic,

Please consider my attached resume for the Part-Time Accounting Student position, as advertised on the Employment Solutions website. I am drawn to the way the Ontario Lottery and Gaming Corporation combines expertise in entertainment and business processes to maximize economic benefits for Ontario. I believe I would be a great fit with my strong business-oriented attitude, accounting and financial background, and ability to learn new tasks and adapt to new environments quickly.

If chosen as the successful candidate, I would use my academic knowledge to help the OLG continue to succeed. I am currently an honors student at Algoma University receiving a Bachelor of Business Administration degree with a minor in Accounting. Furthermore, I have received a Business-Accounting Diploma from Fanshawe College. I have been applauded by my professors for my leadership skills and ability to take initiative in a team setting. My strengths include financial accounting, cost accounting, and business communications.

I bring an understanding of what it takes to be socially responsible and hold a "customer first" mindset. I honed these skills while working in the customer service industry, which required sound judgment, diplomacy and sensitivity. At a young age, I was promoted to Manager over more senior employees due to my strong organizational, analytical and interpersonal skills. Additionally, I believe my advanced computer skills will benefit the OLG, with knowledge of Microsoft Suite, Sage Simply Accounting, QuickBooks, microcomputer software and online research.

I would like to thank you for your time and consideration while reviewing my application and would welcome the opportunity to come in and meet with you in person to further discuss my qualifications. I look forward to speaking with you in the near future.

Sincerely,

Jane Little