**KRISTA SCHROEDER**

45 Deerpark Crescent, Kitchener, ON, N2M 4R3  
Home 519-570-9306

[greenbrook@rogers.com](mailto:greenbrook@rogers.com)  
March 2012

To whom it may concern;

My name is Krista Schroeder. I am a grade 10 student at Forest Heights Collegiate Institute looking for a summer job, and potentially a part time job continuing into the school year. My goal is to help fund my post-secondary education.

I am a hard worker, and very goal-oriented. I am resourceful and conscientious and would make a very dependable employee. My outgoing personality and communication skills would make me a good fit for any retail position.

I would be thrilled to meet with you to discuss any vacancies you have available. I live in the Forest Hill area so it would be very convenient to get to work should I be successful getting a job with your company.

I would be very happy to meet with you at your convenience to discuss a position with your organization. I look forward to hearing from you.

Sincerely,

Krista Schroeder

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Kitchener, Ontario

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**Objective**

My goal is to find part time employment (or full time throughout the summer) to fund my post-secondary education.

**Summary of Qualifications**

* Excellent communication skills
* Displays initiative
* Quick, eager learner
* Friendly manner
* Resourceful , dependable and conscientious
* Effective alone, or in a team environment

**Community Involvement**

*Send’em Off Smiling (2001-Present)*Send’em off smiling is a non-profit charitable organization that helps children in need in Waterloo Region

* Assist with security checking donations
* Shopped for clothing to customize backpacks for children
* Delivering donations to those in need
* Organizing data forms

*Region of Waterloo- Ride For Dad (2010-2011)*Ride For Dad is a motorcycle poker run to raise donation*s* for prostate cancer.

* Assisted in directing traffic
* Handed out cards to riders

**Academic Background**

**Forest Heights Collegiate Institute** (2009-Present)

* Grade 10 advanced program
* Enrolled in the Athletic Council for fall 2012 (leadership program offered by invitation only)

*Personal references available upon request*