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Irving K. Barber Learning Centre – Circulation  
The University of British Columbia  
Vancouver,  
British Columbia  
Canada

Dear Sir, Madam,

**Summer Student Circulation Assistant**

Please accept the enclosed resume as my application for your Summer Student Circulation Assistant position which you advertised on UBC Careers online.

I believe that my skills, experience, and the ability to handle responsibility and build positive relationships with work colleagues qualify me for this position.

I hope therefore, that on consideration of my resume, you will be persuaded of my potential to make a significant contribution to Circulation services. I am available for an interview at any time and I look forward to hearing from you.

Thank you.

Sincerely,

Lynnet Akech.