

Jane Austime 1234  
Inroads Way Montreal  
(QC) HOH OHO  
(514) 989-009 or (514) 333-9999  
janiegogirl@hotmail.ca

Bob O'Riley  
City of St. Augustine  
Department of Planning &  
Development 44 Main Street  
St. Augustine, Alberta  
C2C 3C3

DATE

Dear Mr. O'Riley,

It was with great enthusiasm that I read about the City of St. Augustine's In-Harbor Redevelopment Project in the Calgary Sun last week. Originally from St. Augustine, I, like many St. Augustine residents, long to see our waterfront revitalized. As a recent graduate in Urban Studies hoping to relocate to Calgary, I feel I can make an immediate contribution towards the growth of this important project. Kindly consider me for an entry level position within your planning and research team.

My Bachelor of Arts Degree in Urban Studies from Concordia University has given me the necessary tools to embark upon a career in urban planning and development. During the past three years, I have been exposed to the social, economic and physical aspects of urban development as well as familiarized with data-collection techniques and computer-aided design programs.

At Concordia, I have had the opportunity to hone my project management and communication skills through various extra-curricular activities, including Student Spokesperson for the Campus Greening Project. This position required that I research possible options for green space on campus, as well as liaise and negotiate with city officials, university administrators, and contractors.

Most recently, I held a part-time job as an Architectural Guide with the Canadian Centre for Architecture. This role further developed my research and interpersonal skills as I led walking tours of buildings, gardens, and public squares in the Montreal area as well as answered many questions posed in reference to their history.

I have enclosed a copy of my resume which further details my accomplishments. I look forward to hearing from you in the near future. Returning to St. Augustine would give me the opportunity to build a rewarding career I could be proud of.

Please do not hesitate to contact me at (514) 848-3545 or [janiegogirl@hotmail.com](mailto:janiegogirl@hotmail.com) should you need additional information. Thank you very much for your time and consideration.

Sincerely,

Jane Austime

Enclosure (1)