

Bess Hardwick

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July 29, 2009

Eliza Tudor
Hiring Director
Windsor Consortium
1558 Tower Rd, Montreal QC
H3B 5D9

Dear Mrs. Eliza Tudor,

I am writing to propose my candidacy for the position of Junior Archivist posted on your website on July 25, 2009. The exporting and importing of textiles from around the globe has a long history and the Windsor Consortium has distinguished itself in this field for nearly three hundred years. I am a recent graduate with a bachelor's degree in History from Concordia University. It would be a privilege to use my skills to maintain the records of such a venerable institution.

As an intern for Public History Inc, I learnt the importance of being efficient and accurate in my research. By keeping the end goal in sight while sifting through quantities of records and articles, I was able to keep my search focused and made judicious choices in the materials I used. It also provided me with first-hand knowledge of some of the country's most well known and important archives. Navigating these archives has given me an in-depth understanding of the archival process. This served me well in my next position as research assistant. My main role was to catalogue and organize the source material for Professor Burghley's research project.

Through my work as an administrative assistant, I gained great discipline. I have had to follow up with clients, format documents as diverse as contracts and client reports and prepare the mail for an entire office. This experience trained me to be thorough and to prioritize my tasks in order to accomplish everything within deadline.

I am confident that the rigorous discipline and pertinent knowledge I have acquired throughout my experience make me a strong candidate for the position. Thank you for your time and kind consideration.

Sincerely,

Bess Hardwick