

September 12, 2003

Professor Olsen and Group 4  
Saint Michael's College  
One Winooski Park  
Colchester, VT 05439

Dear Professor Olsen and group members:

I am applying for the position of general manager of the company formed by the group members in BU 113: Foundations of Business Administration at Saint Michael's College. My resume is enclosed in support of my application.

Although my academic background is not related to business, I am sure that my experience in the Teacher- Training Course at Tamagawa University in Japan will provide useful skills for the general manager's job. This experience taught me how to motivate people and to manage time efficiently. Furthermore, from my leadership position in gymnastics as a coach, I learned how to organize people. This experience gave me the confidence to cooperate with people and form good relationships in a group. I am a naturally sociable and bright person. I believe my skills and my experiences can help the group achieve its goals..

I am available for an interview at your convenience.

Thank you for your consideration.

Sincerely,



Ryoji Fujikashi  
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enclosure

## Ryoji Fujikashi

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### Education

#### **Academic English Program**

St. Michael's College, Colchester, VT; Sep. 2003- Dec. 2003

#### **B.A. in English Literature**

#### **License of Teaching English in Junior High and High School**

Tamagawa University, Tokyo, Japan; Mar. 2003

#### **One year High School Exchange Program**

St. Mark's School, Southborough, MA; Sep. 1997- Jun. 1998

### Skills

**Language:** Native in Japanese, proficient in English

**Technical:** MS Word, Excel, Outlook, Internet Explorer

### Relevant Experience

#### **Assistant Teacher of English Class**

Tamagawa Gakuen Lower Secondary Division, Japan; 2002

- Organized after-school classes for individual study
- Assisted students in studying English

#### **Gymnastics Coach**

Tamagawa Gakuen Lower Secondary Division, Japan; 1999-2002

- Organized club members
- Coached gymnastics skills

### Activities

#### **Captain of Gymnastics Team**

Tamagawa University, Japan; 2002

- Organized team members
- Scheduled practice throughout the year
- Managed everyday practices
- Directed performances for the Sports Festival

#### **Volunteered and studied in Tamagawa Adventure Program**

Japan; 2001-2002

- Facilitated team building as a group leader
- Supported teachers

### Interests

Education, gymnastics, skiing, traveling, guitar

### Reference

Available upon request