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Mountain Air Summer Camp
3 Mountain Air Drive
Mountain Town, NC 67890

To: Robin Nguyen, Camp Director

Dear Robin Nguyen,

Thank you for meeting with me yesterday regarding my potential employment as a camp counselor at Mountain Air Summer Camp for the 2021 summer season. I enjoyed the virtual tour of the camp, learning about daily camp life, and the responsibilities of being a camp counselor.

As we discussed, I would like to work in the arts and crafts department, and I am happy to teach tennis as well. I understand, based on what you explained yesterday, that I would also live in a cabin with six campers and be responsible for their daily care. I also understand that I will be working full-time, 24 hours a day weekly with one 12-hour period off every seven days. I am available to start May 22, 2021 to attend the week of required staff training before campers arrive the following weekend.

I am excited about working as a camp counselor at Mountain Air Summer Camp this summer and hope you choose me to join your staff.

Sincerely,

Julian Cruz

Pathful explore