

# Cover Letters How To

Your Name

Your Address

City, Province Postal Code

Phone Number

E-mail address

(2 returns)

Date (Month, Day, Year)

(2 returns)

Manager or Contact Name

Their Position / Job Title

Business Name

Business Address

City, BC Postal Code

(2 returns)

Dear \_\_\_\_\_: (Mr. Ms. Last Name)

Paragraph 1: Tell the person why you're writing, how you heard about the job, and what kind of job you're looking for.

Paragraph 2: Tell them something about yourself and why they should hire you. Tell them what you can do for them, and mention your attached resume.

Paragraph 3: Tell the person when you can be contacted (and give phone # or e-mail) or indicate your willingness to meet with them. Also thank them for taking the time to read over your cover letter and resume.

(2 returns)

Sincerely yours,

(4 returns)

for written Signature

type Your Name

(2 returns)

Enclosure: Resume

# Sample Cover Letter

Jane Smith  
9999 - 100<sup>th</sup> Avenue  
Surrey, B.C. V3V 3V3  
(604) 555-5555  
janesmith@telus.ca

January 8, 2007

Mr. M Michaels, Manager  
Great Grocery Store  
1111 - 99 Avenue  
Surrey, B.C. V2V 2V2

Dear Mr. Michaels:

I am writing in response to the advertisement in the Vancouver Sun, competition number C12554-84, for the position of Cashier at your grocery store.

I am a young and ambitious person with a long-term goal of graduating from university, and managing in the retail foods sector.

Currently, I am looking to obtain a position as a cashier with Great Grocery Store while I complete grade twelve at L.A. Matheson Secondary. I am reliable, enthusiastic and have excellent interpersonal skills. I perform well within a team and independently, and have experience running the cash register and serving customers at my family's restaurant. I am trustworthy and believe I would make an excellent asset to your team.

I am requesting an interview to discuss how I may assist Great Grocery Store. If you require additional information, please contact me at (604) 555-5555. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,

*Signature*

Jane Smith

Enclosure: Resume