

Joseph Applicant

123 Main Street, Anytown, ON A1B 2C3 · 555-212-1234 · joseph.applicant@email.com

September 1, 2018

Jane Smith
Store Manager, Zehrs
123 Business Rd.
Business City, ON B2C 3D4

Dear Ms. Smith,

I'm writing to inquire whether you have any positions open at your store. I have strong communication skills, can follow directions quickly and I'm very good at responding to urgent needs. During our school's book fair, I helped promote sales with customers and quickly noticed when supplies were running out. I was flexible during busy times and changed roles when directed by the supervising teacher.

I have seen first-hand the difference our school's breakfast program makes because of the community grants from Zehrs and I am interested in working for a company that cares about the community it serves. Giving back to the community is very important to me, as you will notice with my co-op and volunteer experience with the Humane Society and the YMCA. In both roles, I was responsible for maintaining supplies and using my strong customer service skills.

My resume is enclosed with this letter so you can review my experience and achievements. I would appreciate an opportunity to talk with you to see how my skills could benefit your company. I know my ability to complete tasks in a responsible and efficient manner will be of benefit to your store's team. Thank you for your time and consideration. I look forward to speaking with you soon. I will call next week to see if there is a time to meet.

Sincerely,

A handwritten signature in black ink that reads "Joseph Applicant". The signature is written in a cursive, slightly slanted style.

Joseph Applicant