

SAMPLE COVER LETTER

492 Centre Avenue N
Calgary, AB T1K 2N4

October 25, 2004

Mr. John Fans, Human Resources Manager
[T@lk](#) Computing
395-16th Avenue NE
Calgary, AB T5K 2F7

Dear Mr. Fans,

**Re: Office Assistant
Competition #: 9384**

I am a strong candidate with related experience and it is with enthusiasm that I am responding to the above advertised position on the [T@lk](#) Computing website.

I am interested in working for your company because this position suits my goal to have a summer position, which will provide me with a valuable learning experience related to my long-term goal. I am presently in Grade 11 and I have plans to attend the University of Calgary in order to study Business.

I would be an asset to your organization because I have office experience, which includes typing documents, faxing and photocopying material, and answering telephone calls in a professional manner. I am also efficient, organized and accurate; I have good interpersonal skills; and I have excellent computer skills.

I am confident that my skills and work experience make me a suitable candidate for this position. I have enclosed my resume for your consideration and it is my sincere hope that [T@lk](#) Computing can use my skills and abilities. I would be available for an interview at your convenience and I may be reached at 444-9292 (messages may also be left at this number).

Thank you in advance for your time and consideration.

Sincerely,

Computer Geek

Encl.

SAMPLE COVER LETTER

88 John Laurie Blvd. NW
Calgary, AB T6N 4M4

November 25, 2004

Hiring Manager
Baxter's Auto Service
111 Industrial Way SE
Calgary, AB T2L 3M3

Dear Hiring Manager,

I am writing to apply for a position as an automotive apprentice. The Work Experience Coordinator at my high school, Mr. Jones, informed me that you were accepting applications from graduating automotive students. I have recently graduated from Crescent Heights High School and I am very interested in working for a well-established and trusted company such as Baxter's Auto Service.

I have successfully completed 40 credits from the Registered Apprenticeship Program and I was awarded a perfect attendance award which demonstrates how hard working and reliable I am. I am skilled with small engine repair and maintenance. I also have WHMIS and First Aid/CPR.

I have enclosed my resume which provides more details about my qualifications and experience. As a result of my training and experience, I am prepared to be an automotive apprentice and I would appreciate an interview. Please feel free to contact me at (403) 222-7878 (messages may also be left at this number). Thank you for your time and consideration.

Sincerely,

John Smith

Encl.

SAMPLE COVER LETTER

19-83rd Street SW
Calgary, AB T8D 2J3

December 11, 2004

Ian Walker, Manager
Crazy Coffee
38-7th Avenue SW
Calgary, AB T5J 4K4

Dear Mr. Walker,

I am writing to apply for the position of Coffee Server, as advertised in the Calgary Herald, October 22, 2004. I am an ideal match for your organization and would love to join your team.

I have recently completed Grade 10 at Crescent Heights High school and I have learned about health and safety standards in the food service industry through my Foods class. While a counter server at the Calgary Stampede and Exhibition, I also developed excellent customer service skills. Based on these experiences, I believe I could be a responsible and contributing member of your team.

I have included my resume and I will contact you next week to find out if we can arrange an interview. If you would like more information, you may contact me at 333-8888. Thank you for considering me for this position and I look forward to speaking with you.

Sincerely,

Ben Stone

Encl.

SAMPLE COVER LETTER

837 Crescent Road NW
Calgary, AB T3P 2J9

January 24, 2005

Clothing Etc.
847 Clothes Street SW
Calgary, AB T2K 9H4

Dear Staffing Coordinator;

Re: Sales Associate Position

I was happy to see the Help Wanted sign in your window. I have shopped at your store for the last 2 years and I am excited about applying for an entry-level sales associate position at Clothing Etc.

I am a grade 11 student at Crescent Heights High School and after graduating, I plan on going to Marvel College to study Fashion Design and Apparel Production. My strong interests in fashion, design, fabrics and trends have led me to apply for the Sales Associate position. I also believe that I would be an enthusiastic team member and I would be able to serve your customers with confidence.

Enclosed, please find a copy of my resume and I look forward to meeting with you to further discuss my qualifications. Please feel free to arrange an interview with me by calling 386-8263 (messages may also be left at this number) or by emailing me at jen@shaw.ca.

Sincerely,

Jen Jameison

SAMPLE COVER LETTER

72525 Hidden Drive NE
Calgary, AB T5K 2N1

January 24, 2005

Buy Low Foods
86 Foods Drive SE
Calgary, AB T3L 1H6

To whom it may concern,

I am seeking a full time summer position within your grocery store, where I will be able to demonstrate my knowledge, hard working ability, and people skills. Presently, I am a full time student at Crescent Heights High School, and I am heavily involved in sports, as I am a member of the Senior Football team. Because of my busy schedule, I have not been able to pursue employment during the school year. However, I feel that this summer, I am prepared to contribute and be a part of your team at Buy Low Foods. I am also interested in and prepared to continue working part-time in the fall.

I am an excellent worker and I will do what it takes to complete any task, along with being a very friendly person. My strengths include providing excellent customer service, athleticism, and academics. I am very independent, learn quickly, and work very well under pressure.

I have enclosed my resume outlining the details of my skills and experience and I look forward to hearing from you in the near future. I can be reached at 896-8643. Thank you for your time and consideration in this matter.

Sincerely

Apple Pie

Encl.