SUZY MARTINS

Language Analysis

**#101 - 1234 abc Street  BURNABY, BC  v1v 2k3  Tel (604) 123-1234**

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November 5, 2009

John Smith

Hiring Manager

International Maps Co.

#10 – 1532 Broadway

“Position” or “role” is stronger than “job”

Vancouver, BC V2M 8E2

First Person: I

Be careful not to overuse!

**Re: Application for the Cashier Position**

Dear Mr. Smith:

I am writing in response to the Cashier **position** that was advertised on the Job Bank of Canada website on November 1, 2009.

Thinking verb (present):

- believe

- feel

- think

Watch verb tenses: You are writing **NOW** about something you read/ heard in the **PAST**

I **believe** that my qualifications and work experience would make me an excellent **candidate** for the position. **Over the past year**, I **have been working** as a Retail Clerk at a shoe store. My responsibilities include: **greeting** customers, **operating** an electronic cash register and **suggesting** purchases to customers. I am very interested in Geography; I won an award in my Socials Studies class for being able to name the most countries. Also, I have excellent mathematical and problem-solving skills, which are qualities that make me well-suited for this position. I have enclosed my resume for further details.

When? Use the right Verb Tense!

Listing respons-ibilities? Use

active verbs in with -ing endings

-choice

-person …

I would enjoy being a part of the International Maps team and **I am available for an interview at your convenience.** You can contact me by phone at (604) 123-1234 or by email at [suzymartins@hotmail.com](mailto:suzymartins@hotmail.com). **I look forward to hearing from you**. Thank you for your consideration.

Stay polite!

‘Asking’ for an interview without asking… (sounds stronger and businesslike)

Sincerely,

Closing Salutations:

- Sincerely

- Sincerely **yours** May be a bit personal

- Regards

- Best regards

- Kind regards May be a bit personal

- **Yours** truly May be a bit personal

- Most sincerely Too much? Like begging…

- Respectfully

- Respectfully **yours** May be a bit personal

- Thank you **Not** if in your last paragraph

- Thank you for your consideration

The LESS WORDS the BETTER (and it seems more formal)

Suzy Martins

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(Enclosure)