SUZY MARTINS

Your heading (Should be the same as the one on your resume)

Make sure it’s the correct info!

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

**EMAIL** [**suzymartins@hotmail.com**](mailto:suzymartins@hotmail.com)

Date you are writing your letter

(the closer to when they receive the better)

November 5, 2009

Name of person in charge of hiring

Their job title

The company name

The company address (no abbreviations)

John Smith

Hiring Manager

International Maps Co.

#10 – 1532 Broadway

Vancouver, BC V2M 8E2

Why you are writing

*Re:* means Regarding (About)

**Re: Application for the Cashier Position**

Greeting (Use Mr. or Ms.)

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.

Describe when and where you heard about the job. 1 – 2 sent.

Direct relevant experience : description of what you did

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.

Calling the reader to action

Skills that fit the job

Why the job is good for you (and you for it)

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.

Repeating contact info so it is even easier for the reader to call or email

Sincerely,

Closing salutation

Suzy Martins

Signature: (in your handwriting)

Suzy Martins

Your name, typed

(Enclosure)

To show that you are also including your resume