

FIRST NAME LAST NAME

Address · Phone

Email

[Recipient Name] [Title]

[Company Name]

[Recipient Street Address]

[Recipient City, AB Postal Code]

[If sending via email include the email address]

Dear Sir or Madam:

Re: Job Title or Competition number (if any)

I am writing to apply for the position of [eg: receptionist with Sturgeon Industries Limited.]

I will graduate from Paul Kane High School in June of 2022. Over the last two years, I have taken several [list specialty courses] and have achieved [your marks average]. In addition, I have taken [list other courses]. I have achieved a [your marks average] in these subjects.

As you will note in my resume, which is enclosed, I have worked [eg: part-time during the summer months in the office of Sturgeon River Realty.] I began as a [eg: file clerk but my duties were gradually expanded to include typing and reception]. This experience has given me an opportunity to apply my school training to a [business setting to familiarize myself with the responsibilities of an office.]

I would like very much to meet with you to learn more about the position at [Sturgeon Industries] and to discuss my qualifications. I will call you early next week to learn when it would be convenient for you to meet with me in person to discuss the position.

Yours truly,

[if dropping off in person or mailing sign the cover letter here]

Type Your Name