

## Sample Cover Letter

4418-56 Avenue, Slave Lake  
Alberta, Canada T9N 8K1  
Phone: (780) 244-5304

June 6, 2013

Rona- Slave Lake Store  
3432-24 Street, Slave Lake  
Alberta, Canada T9N 2K1

*Use this salutation if uncertain*

To Whom It May Concern: *who will read the letter, or Dear  
[Name]: or Dear Sir or Madam:*

Re: External Competition #2011201 Part-time Rona Cashiers Wanted

I am interested in applying for (1) one of the positions for Rona advertised for in the *Slave Lake Sun*. I am interested specifically in the part-time cashier position.

Currently, I am a student at Slave Lake High School in Grade 11. I am hoping to find year-round part-time work to start preparing for post-secondary school. (2) I have an interest in working at Rona because of prior experience and enjoyment in the customer service field. (2) I also wish to gain more knowledge and experience with construction tools and appliances before beginning my plumbing apprenticeship next year.

In the past year or so, I gained (3) cashier experience working at my Grandfather's bait shop and convenience store by Lac St. Anne during the summer. (4) This gave me lots of customer service experience with a variety of customers ranging from children to seniors. (3) In addition, I coached basketball voluntarily at my school. (4) These experiences taught me to work effectively with many people, and gave me a strong work ethic, organizational skills, and effective customer service skills.

Please see my attached résumé for further information. I welcome an opportunity for an interview and hope to hear from you at your earliest convenience.

Sincerely,

*Laura Toller*

Laura Toller

*Re: means regarding; this information goes in the subject line; External means applicants outside a company; competition numbers track specific jobs*

*The first and second paragraphs should state clearly (1) the position of interest and where you learned about it, and (2) specific features you like about the job. (Focus on requirements or traits of the position, not just "I want a new job/make more money/my old job was boring".) Do not make anything up.*

*The third paragraph mentions (3) other qualities that make you specifically well-suited to the job. (4) Give specific examples of where you have used or developed them.*

*Encourage further contact in the last paragraph; always remain "friendly" and business-like.*

*If you can sign your cover letter, do so!*