

Your return address

123-456 Williamshire Avenue
North Vancouver BC
V7L 1H2

Return 2-4 times

Today's date

September 24, 2005

Return 2-4 times

The full name, position, and address of the reader

Mr. Robert T. Smith
Human Resources Manager
The Gap Stores Ltd.
6273 Marine Drive
Park Royal North
West Vancouver BC V7J 2K9

Salutation

Dear Mr. Smith:

Return twice

Return twice

1. Why are you writing?

I am writing in response to your advertisement placed in the September 15th edition of The Vancouver Sun. In this advertisement, you state a need for a confident and energetic part time sales associate preferable with experience in this field. I am replying to your request with hopes of securing such a position.

Return twice between paragraphs

2. Qualify your reason for writing

Currently I am a Grade 11 student at North Shore Secondary School. I am a person who is responsible and extremely friendly, and feels comfortable around other people. Not only do I have an eagerness for new experiences, but I am also interested in the sales and marketing field as a career. I have completed one hundred hours work experience training at The Bay, Vancouver, where I handled the cash, customers, and replaced inventory for children's wear, men's wear, and sporting goods. I particularly enjoyed helping customers find the items that best suited them.

3. Unique info about you that is helpful to reader

My extra curricular activities include being involved in various drama productions, sports, such as soccer baseball and I hold a leadership role in the school's snowboarding and skiing club. I have volunteered at the school store; where we buy and sell merchandise including sportswear, school supplies and refreshments. I am familiar with all the business and marketing aspects of this small, but profitable store.

4. Ask for what you want them to do

As a regular customer of The Gap, I believe I would be an excellent sales associate and would appreciate having an interview at your earliest convenience. I am available to work weeknights and weekends. You may reach me for an interview at 604-988-8888.

5. Thank you in advance

Thank you for your time and consideration. I have enclosed my resume for you to read and look forward to your call.

Closing

Sincerely yours,

Return 3-5 times for your written signature

Your Name

Aaron Jaboski
Enclosure