

Sandy Job Seeker

111 Main Street
Nanaimo, BC V9R 2N2
(250) 555-5555

February 16, 2004

Formal Salutation
(even if the ad says send
to "Emily" Employer)

Ms. Emily Employer
Manager
ABC Company
123 Pleasant St.
Nanaimo, BC
V9T 4N5

Mention the
position sought

Mention where
you saw the ad

Dear Ms. Employer:

1st paragraph

Tell why you are
writing



I read your ad for a receptionist in today's Daily News and I am very interested in working as a receptionist with ABC Company. You will see from my resume that I have the qualifications you are seeking.

2nd paragraph

Tell why you are the
best candidate



My experience with Acme Greeting Card Company allowed me to develop excellent communication and organization skills. Customers have told me that I have a pleasant phone manner and have expressed satisfaction with the service they have received. I am proficient with Microsoft Word and Excel and I am scheduled to take an Access course in two weeks.

3rd paragraph

Ask for action



Please contact me at (250) 555-5555 to arrange an interview.

Sincerely,

Sandy Job Seeker

Leave a number where you
can be easily reached

Sandy Job Seeker

Don't forget your hand
written signature!