

COVER LETTER FORMAT

(same as Personal Business Letter Format)
prepared on plain paper

Margins:
Top = 5 cm
Bottom = 2.5 cm
Left and Right = 2.5 cm

**Sender's Address
(yours!)**

Pat Price
Box 764
Minnedosa, MB R0J 1E0
June 16, 2008

(6 lines)

**Letter Address
(destination)**

Ms. Janis Jones
Jones Grocery
23 Main Street North
Minnedosa, MB R0J 1E0
(1 line)

Do not use a generic Dear Sir/Madam in your salutation—research the company on the internet or phone to find out who to address the letter to if the job posting doesn't. Your initiative will be noticed.

Formal Salutation

Dear Ms. Jones
(1 line)

Subject Line

APPLICATION FOR PART-TIME CASHIER
(1 line)

What should be in each paragraph?

I would like to be considered for the position of part-time cashier as advertised in the June 2, 2009 edition of The Minnedosa Tribune. I am enthusiastic about this opportunity to work for your store.
(1 line)

1st ¶ - why you are writing

My volunteer experience has given me very good skills in handling cash and counting change. I am a positive person who deals well with customers. As detailed in my resume, I meet all the requirements for this position.
(1 line)

2nd ¶ - highlight your best skills for this job (keep it close to the job ad if available)

3rd ¶ - open the door for an interview; repeat contact info. and thank them

Thank you in advance for considering me for this position. I look forward to the opportunity of an interview. I can be reached at 867-3943 during the evening or messages can also be left at this number as well.
(1 line)

Yours sincerely

Complimentary Closing

your signature
(4-6 blank lines)

Use blue or black pen. Make sure your signature is neat—it conveys an impression of you!

**Sender's Name
(typed)**

replace with your name and then sign above the typed version

Your name
(1 line)
Enclosure: resume

so they know there should be something else in the envelope