

# Sample Cover Letter

Once you know where you want to apply for a job, you need to write a cover letter for your resume. The purpose of the cover letter is to convince an employer that you are well suited for the job. Use a basic business letter format.

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5000 Ryan Rd.  
Courtenay, BC V9N 1A1

February 1, 2018

Jane Doe  
Cool Threads  
1000 Cliffe Ave.  
Courtenay, BC V9N 2B2

Dear Ms. Jane Doe,

I am interested in applying for the retail salesperson position at Cool Threads, which was recently advertised through Work Experience at Highland Secondary School. I am very interested in this position and believe that my current skills and passion for clothing make me an excellent candidate for the job.

As a high school student, I have developed organizational and communication skills through my involvement in school sports and by coaching youth soccer. I enjoy working with others and interacting with people. I have taken Accounting 11 which has given me the business and math skills needed for working in retail. I have enclosed my resume with further details.

I would enjoy being a part of your store and am available for an interview at your convenience. You can contact me at 334-0000 or leave a message at 331-0000. I look forward to hearing from you.

Sincerely,

*Joe Smith*

Joe Smith

**Your Name**  
Address  
City, State Zip Code  
Phone Number  
EmailAddress@helpme.com

January 1, 2018

Contact Name, Job Title  
Department Name  
Company Name  
Company Address  
City, State Zip Code

Dear Contact:

I recently learned through the University of North Texas Career Center that In Your Face Advertising has openings in the Press and Media Relations Office. In Your Face has a long history as a trendsetter for advertising initiatives in the Dallas/Fort Worth area, and is probably best known for its work on the TxDOT "Give 'Em a Brake" campaigns that have been modeled in the transportation industry around the country. I am seeking a career position in a dynamic advertising environment like that of In Your Face, and would like to introduce myself to you.

As you can see from my resume, my background is diverse and appears to meet the profile indicated in your corporate website. I have over four years of experience in customer service, retail sales and promotions, and event planning, and a record of achievement in my communication design degree program. In two years at Cheddar's restaurant, I was promoted from wait staff to lead waiter then to assistant weekend manager, and provided leadership in all aspects of customer service. I have also prepared numerous advertising campaigns as an individual and in small groups, and have compiled a portfolio of my advertising, which is available to you upon request.

I would like to meet with you personally to learn more about In Your Face Advertising and to discuss career opportunities within the company. Please feel free to contact me at 000-000-0000 at your earliest convenience. I am available for an interview immediately and will contact you in one week to ensure you have received the enclosed information. Thank you for your time and consideration. I look forward to meeting with you soon and discussing the exciting work you are doing at In Your Face Advertising.

Sincerely,

Your Name