

January 20, 2010

1625 Cloverdale Avenue
Victoria, BC V8X 2T4

EXAMPLE

Ms. Jane Doe
Manager Software Department
Future Shop
641 Yates Street
Victoria, BC V9Z 3S8

Dear Ms. Doe:

I would like to express my interest in obtaining a work experience position with Future Shop. *(Or, if applying for an advertised job, state the position and where you heard about it.)* It is my intention to apply for part-time employment at the completion of a successful training period.

I am a grade ten student at Claremont Secondary School and have a keen interest in computers and technology. My enthusiasm and excellent people skills make me an ideal candidate for future employment in your establishment. I have over six years of customer service experience with the Times Colonist as a daily delivery person to 100 customers. Through this employment I have learned the importance of providing reliable, consistent and prompt service. I work hard and appreciate the satisfaction derived from doing a good job. At school I enjoy working with a variety of individuals and groups in the computer lab and as a volunteer office assistant. Learning new procedures and equipment operations comes easily for me.

The *(enter program name and complete this paragraph when applying for a work experience placement)* program requires that each student complete (**) hours of work experience or training. It is my wish to complete this requirement at Future Shop.

I am available to work after 4:00 p.m. on weekdays and all day Saturday. Enclosed is my resume of skills and experience. Thank you for your time and consideration regarding this work placement. Please contact me at 555-6789 or by email at JStudent@hotmail.com to arrange for an interview.

Yours truly,

Jim Student

Encl.

Date

(2 spaces)

Student's street address

City, Province

Postal Code

EXAMPLE

(5 spaces)

Name of employer/contact

Correct title/position

Name of Company/organization

Street number and street

City, Province, Postal Code

(2 spaces)

Dear Mr./Mrs./Miss/Ms (Name):

(2 spaces)

OPENING PARAGRAPH- State why you are writing. Mention which work program you are enrolled in at Claremont Secondary School. Specify which position you are seeking. Is there a specific learning-outcome or employability skill you are trying to develop? Are you interested in obtaining part-time employment at the completion of your training?

(2 spaces)

BODY OF LETTER - Relate your skills, interests, knowledge and abilities to the needs of the employer; point out relevant training, experience, education and employment; elaborate on relevant courses and/or field work; highlight extra-curricular and volunteer activities. (tip: Organize contents of this paragraph to suit your needs, placing emphasis on your most pertinent attributes. Convey your enthusiasm and commitment. Balance warmth and professionalism).

(2 spaces)

FINAL PARAGRAPH- Relate how many hours you will require to complete your work experience, which days and hours are available to you, and that you are looking forward to an opportunity to meet with them. Remember to include information on how you may be contacted (home and cell phones and email). It is also useful to specify times that you would be available for an interview (be brief).

(2 spaces)

Thank them for their time and consideration regarding this work experience.

(2 spaces)

Yours truly,

(5 spaces)

(Sign your letter here)

Your typed name