

SAMPLE COVER LETTER



164 Blaine Road,
Prince George, BC
V2N-3M1

Wednesday, October 25, 2000

Mr. Wolf Gang
Howling Dog Pet Store
1234 Moonrising Drive,
Prince George, BC
V2M-3B4

Dear Mr. Gang:

I would like to attain a position at your fine business as a cashier.

I am interested in gaining employment at Howling Dog Pet Store because I have a genuine love for animals and enjoy being with them as well as working with people. Some specific skills I have include cashier work and knowledge of pet food supplies.

Attached is a copy of my resume. I would be very happy to get an interview with you to discuss my interest in working at your store. I can be reached weekdays after 4:00, or anytime on the weekends at (250) 876-5432.

Thank you for your time and consideration.

Sincerely,

Johnny Beegoode

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