123-456 Bond Boulevard

Your return address

Page setup; one-inch

margins on all sides

Delta, BC

V4E 1H6

Return 2-4 times

Today’s date

September 24, 2019

Return 2-4 times

Mr. Robert T. Smith

The full name, position, and address of the reader

Human Resources Manager

The Gap Store Ltd.

5000 Canoe Pass Way

Tsawwassen Mills

Delta, BC V4M 4G9

Return twice

Salutation

Dear Mr. Smith:

Return twice

1. Why are you writing?

I am writing in response to your advertisement placed in the September 15th edition of The Vancouver Sun. In this advertisement, you state a need for a confident and energetic part time sales associate, preferably with experience in this field. I am replying to your request with hopes of securing such a position.

Return twice between paragraphs

2. Qualify your reason for writing

Currently I am a Grade 11 student at Delview Secondary School. I am a person who is responsible and extremely friendly, and feels comfortable around other people. Not only do I have an eagerness for new experiences, but I am also interested in the sales and marketing field as a career. I have completed one hundred hours of work experience training at The Bay, Vancouver, where I handled cash, worked with customers, and replaced inventory for children’s wear, men’s wear, and sporting goods. I particularly enjoyed helping customers find the items that best suited their needs.

3. Unique info about you that is helpful to the reader

My extra-curricular activities include being involved in various drama productions, sports such as baseball and soccer. I also hold a leadership position with the school’s snowboarding and skiing club. I have volunteered at the school store; where we buy and sell merchandise including sportswear, school supplies as well as refreshments. I am familiar with all the business and marketing aspects of this small, but profitable store.

As a regular customer of The Gap, I believe I would be an excellent sales associate and would appreciate having an interview at your earliest convenience. I am available to work weeknights and weekends. You may reach me for an interview at 604-988-8888.

4. Ask for what you want them to do

5. Thank you in advance

Thank you for your time and consideration. I have enclosed my resume and look forward to hearing back from you.

Closing

Sincerely yours,

Return 3-5 times to allow space for your written signature

Your Name

Aaron Jaboski

Enclosure