

Resume, Cover Letter & Application Form Samples

1910 Skylark Lane
Victoria, B.C.
V8N 2X3

March 24, 2007

Ryan Aune
Manager
Thrifty Foods
363 John Street
Victoria, B.C.
V6G 9Q3

Dear Mr. Aune:

Re: Position of Stock Boy

I am writing in reference to the possible job opening as a stock boy: I discovered this available position through an advertisement in the March 4, 2007 publication of the Times Colonist.

Several important things that you mention in your advertisement make me believe that a person with my qualities would be highly beneficial to your company: my reliability, and positive people skills are something that your customers will respond to favourably.

As my resume states, my experiences as a concession attendant, as well as my academic achievements have provided me with many valuable skills in the fields peer relations and time management. I get along with others very well. I have had previous duties of handling money, customer service which I did with minor supervision. I would be able to stock the shelves with speed and efficiency and help customers as much as they need. I would apply my skills to their fullest potential and I believe this makes me a very beneficial employee.

I am sure given the opportunity with my people skills and my close attention to detail, that I could work quickly and efficiently in a fast paced environment such as your store. I will be able to take instructions from peers and carry them out flawlessly, as well as deal with customers. With my people skills, customers will feel more welcome and more willing to come back to your store: so I believe that I'm well suited to this job.

I am available for an interview anytime during the week after 3:30 pm. You can contact me at 477-2325 between the hours of 3:30 pm - 9:00 p.m. Monday to Friday to arrange an interview at a convenient time. I look forward to meeting with you and discussing my qualifications.

Sincerely,

Andrew Smith