

1234 Central Avenue  
Prince Albert, SK  
S6V 3L5

October 22, 2010

Mr. Frank Smith, Manager  
Prince Albert Superior  
5678 Waskesiu Trail  
Prince Albert, SK  
S6V 3L5

Dear Mr. Smith:

I am applying for the stock personnel position that was advertised in the October 16, 2010 issue of *The Prince Albert Daily Herald*. My physical ability, communication skills and teamwork skills make me an ideal candidate.

Due to my great involvement in local sports, I have high physical endurance which will assist me in performing a stock person's duties. I also have strong communication skills which allow me to easily process oral and written instructions and information. As a member of numerous teams and committees, I also work well with others to complete tasks.

If you have any questions or to arrange an interview, please contact me at (306) 555-8529 in the evenings, or at [appropriateusername@gmail.com](mailto:appropriateusername@gmail.com) anytime throughout the day. I look forward to hearing from you to discuss my suitability further. Please consider my attached résumé for this position.

Sincerely,

Jane Jones

Enclosure