My name
Box # or street address
My town
My Province, SQL 1DR

Your Name and phone number

December 13, 2005

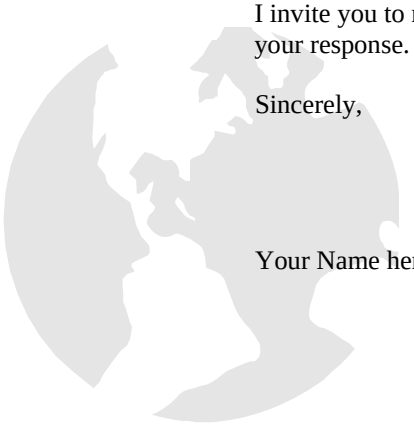
Address of Employer

Dear Manger:

I am responding to the job advertisement in the local newspaper for a _____. I believe I would be well suited for the position advertised. I am honest, hard working, punctual, and get along well with others. I am interested in this position because it would provide me with an opportunity to gain additional work experience. (Here is where you can refer to related experience in your resume.)

I invite you to review the attached resume. I am available for an interview any time. I look forward to your response.

Sincerely,



Your Name here

Phone number here again