

Your Street Address  
Town, MB R0M 1L0

February 10, 20xx

Ms. Jane Doe  
Personnel Manager  
Company Name  
Town, MB R7A 6A9

Dear Ms. Doe,

This letter is in response to your advertisement in the Monday, February 6, 20xx edition of the Brandon Sun for a summer relief receptionist.

I believe that I have the skills you are looking for. The enclosed resume outlines my previous experience as a receptionist at the Melita Golf Course. During the last term at school I continued to develop my knowledge of computer programs including, Word, Excel, Access; and increased my typing speed to 50 words per minute.

I will be living in Brandon this summer and am eager to find a job within the area.

This position with Brandon Hills Insurance and Brokerage Agency is especially interesting to me as it would allow me to further develop my office, computer and public relations skills. I would like the opportunity to talk about this position in greater detail. I can be reached at 204-xxx-xxxx or 204-xxx-xxxx and look forward to hearing from you.

Sincerely,

John Smith