

Jane N. Smith
Your Street Address,
Town, Manitoba ROB 0B0
Telephone: 204-xxx-xxx

November 03, 20xx

Mr. J. Doe, President
Company Name
Company Address
Town, MB ROB OBO

Mr. Doe,

I am writing to inquire about the possibility of work with your company as a carpenter's helper, site assistant or general labourer.

As indicated in the enclosed resume, I have worked in the building field over the past year. During this time I have had a chance to develop many skills and a strong desire to continue in this area of employment.

I am currently available for full-time employment and eager to begin work. I will be contacting you by November 13, 20xx to discuss possible employment opportunities with Fast Homes and Renovations.

Respectfully,

Jane N. Smith