

Sally Smith  
1234 First Street  
Minden, ON K0M 2K0

2010 11 22

Mr. John Doello, Manager  
Minden Foodland  
4466 Hwy. 35  
Minden, ON K0M 2K0

Dear Mr. Dollo

I am writing in response to your advertisement in **The Minden Times** on November 10, 2010, for a cashier. After reading your description, I am confident that my skills and abilities are a perfect match for this position.

The following are some skills and abilities I would bring to your company:

- enjoy meeting new people
- work well with others
- able to work independently
- experience in dealing with customers

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at 286-5599 or by e-mail at [sally.smith@hotmail.com](mailto:sally.smith@hotmail.com). Please find enclosed my resume for your review, and I look forward to hearing from you.

Sincerely

Sally Smith

Enclosure