

Joseph Inquiry

123 Main Street, Anytown, ON A1B 2C3 · 555-212-1234 · joseph.inquiry@email.com

September 1, 2018

Jane Smith
Store Manager, Zehrs
123 Business Rd.
Business City, ON B2C 3D4

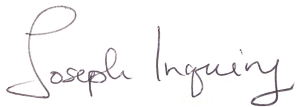
Dear Ms. Smith,

I'm writing to apply for the clerk position posted on the Zehrsjob.ca website. My aunt, Jane Doe, currently works as the Deli Manager and suggested I apply given my strong communication skills, ability to follow directions and respond quickly to urgent needs. During my job at Willie's Warehouse, I was responsible for numerous tasks including preparing products for packaging and shipping, and safely operating machinery in the loading area.

I am interested in working for a company that cares about the community it serves. Giving back to the community is very important to me, as you will notice with my volunteer experience working for Habitat for Humanity. In this role, I was responsible for maintaining store supplies and assisting customers.

I know my ability to complete tasks in a responsible and efficient manner will be of benefit to your store's team. Thank you for your time and consideration. I've included my resume, and you can contact me by email (joseph.inquiry@email.com) or by cell phone (555-212-1234). I look forward to speaking with you about this exciting opportunity.

Sincerely,

A handwritten signature in cursive script that reads "Joseph Inquiry".

Joseph Inquiry