

RESPONDING TO ADS

PAT WANNAJOB

123 Employment Avenue • Sometown, Anywhere • A1B 2C3 • (123) 456-1234

November X, XXXX

Mr. Bigboss, Manager
ABC Hardware Store
1234 Jobs Street
Sometown, Anywhere
1A2 B3C

Dear Mr. Bigboss,

This letter is in response to your advertisement for a Customer Service Clerk in the Employment Newspaper, November X, XXXX. As my resume shows, my experience closely matches this position. In addition, I am a self-starter with excellent communication skills. Listed below are several of my qualifications:

- Over 2 years experience as a customer service clerk
- Ability to work well within a team environment and independently
- Excellent organization and time management abilities

Because of you reputation for quality in our community, I am very interested in working for you.

I will call next week to be sure you received my resume and to answer any questions you may have. Thank you for your consideration.

Sincerely,

Pat Wannajob
encl.