

PROSPECTING LETTER - GENERAL LABOURER

SCOTT SOMEONE

148 Some Street • Anywhere, Ontario • N0X 2G9 • (123) 222-5597

Dear Human Resources Manager,

Please accept my resume as application for any available position within your company. I am confident that given the opportunity I can make a positive contribution to your organization. Enclosed is a copy of my resume for your review and consideration. Listed are several of my qualifications.

- Self starter who learns new skills quickly
- Possess excellent organizational and communication skills
- Two years driving/delivery experience
- Two years press operation experience
- Customer service skills
- Able to work independently or in a team environment

Thank you for taking the time to review my resume. I would welcome the opportunity to meet with you in a personal interview to discuss my qualifications and interest in a position.

Sincerely,

Scott Someone
encl.