Liam Richard

County of Grande Prairie

September 25, 2014

Mr. Smith

Owner

Subway

Sexsmith, AB

Dear Mr. Smith:

I am writing in response to your ad in the Sexsmith Sentinel News. The position requirements and my skills are a perfect match.

As you’ll see on my enclosed resume, I have the educational background, experience, and track record for which you are searching. In addition, I am motivated and enthusiastic, and would appreciate the opportunity to contribute to your firm’s success.

I can promise that meeting with me will not be a waste of your time—and I will make myself available at your convenience, during or outside of normal business hours.

Sincerely,

Liam Richard