[Your name]
[Your return address]
St. Albert, AB
[Your postal code.]

September 11, 2019

[Interviewer's name]
[Interviewer's Position (Manager?)]
[Name of the company]
[Company's address]
[City and Province]
[Company's Postal Code]

Dear Sir or Madam:

I am writing to apply for the position of
[receptionist with Sturgeon Industries Limited..]

I will graduate from Bellerose High School in June of 2005. Over the last two years, I have taken several [Click & list specialty courses] and have achieved [your marks average.]. In addition, I have taken [list your other courses]. I have achieved a [your marks average.] in the above subjects.

As you will note in my resume, which is enclosed, I have worked
[part time during the summer months in the office of Sturgeon River Reality.]. I began as a
[file clerk but my duties were gradually expanded to include typing and reception]. This experience has given me an opportunity to apply my school training to a [business setting and to familiarize myself with the responsibilities of an office.]

I would like very much to meet with you to learn more about the position at [Sturgeon Industries] and to discuss my qualifications. I will call you early next week to learn when it would be convenient for you to see me.

Sincerely,

[Click **here** and type your name]
Bellerose Student

enclosure: My Resume