

The Following is a Sample Cover Letter from a Teen:

Applicant's name
Address
Phone number

Date

Company name
Name of the person in charge of hiring
Title
Address

Dear Mr. or Mrs. (name of the person who is in charge of hiring):

With reference to your advertisement in the Local News on August 28, I wish to apply for the position of clerk at your video store.

I believe I have the necessary skills and abilities for this job. I am organized, resourceful, personable and a fast learner. I am also fluent in both official languages.

Your company excels at customer service, a field which I would like to pursue a career. I am also very eager to become part of a winning team like yours. Joining your organization would give me a chance to develop useful skills that will help in pursuing my long-term career goals.

If you are interested in meeting with me, I am available for an interview weekdays after 3:30 p.m. or any time on the weekend.

I look forward to hearing from you.

Signature

Encl. (resume)