

ANN'S COVER LETTER

1458 Taylor Drive
Lethbridge, Alberta
T1K 4X7

May 13, 2004

Mr. Don Cameron, Manager
Riteway Foods
456 Main Street
Lethbridge, Alberta
T1K 7G4

Dear Mr. Cameron:

Rita Stobbe, my neighbour, suggested that I contact you. I would like to be considered for a full-time cashier position.

My experience as a food and beverage server has taught me how to deal pleasantly and efficiently with customers, even when working under pressure. I take pride in being able to remember items and prices, and handle cash with a high degree of accuracy. The enclosed résumé briefly describes my experience and education.

I will call you on May 22 to arrange a meeting, if I have not heard from you by then.

Sincerely,

Ann McKinney

Encl.

Ann chose to send her combination résumé with this letter because it highlights her qualifications for this job better than her chronological résumé.