

Sample Cover Letter

Trisha Sinclair
1432 W Forest Home Ave.
Milwaukee, WI 53204
(414) 444-4444

April 22, 2016

Iris Narajaya
Hiring Manager
Green Cafe
14 Polygon Avenue
Milwaukee, WI 53204

Dear Ms. Narajaya:

It was good speaking to you at the Teen Job Fair at the Forest Home Library on April 19th. As discussed, I am interested in applying for the part-time server position at Walgreens on 15th Street. I'm a sophomore at Carlingford High School and would be available to work on the weekends and after 3:30pm on Mondays, Wednesdays and Thursdays.

In the past I have enjoyed dining at the Green Cafe and admire the efficient, friendly and polite staff there. I believe my friendly and approachable nature and my strong work ethic would make me a valuable addition to the team.

I am a good communicator, have initiative and am cool-headed in stressful situations. I'm also a team player, as demonstrated by my achievements in the school netball team. My ability to speak conversational French may be of use with your customers.

I have attached my resume and can be reached at (414) 444-4444 and trisha.sinclair@gmail.com. I look forward to the opportunity to discuss how I can contribute to your team.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Trisha Sinclair', with a long horizontal flourish extending to the right.

Trisha Sinclair