Alexander Wilhelm Schroer

Sexsmith, Rng Rd 52, T0H 3C0

780-933-9351

sandmanrues@hotmail.ca

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I am a student with more than 3 years of experience in labor and power machinery work, and I am a perfect match for the position you advertised in [location of advertisement].

Here is a description of how my experience compares with your requirements.

|  |  |
| --- | --- |
| Job requirements | My experience |
| [Job requirement] | [Your experience] |
| [Job requirement] | [Your experience] |
| [Job requirement] | [Your experience] |

As requested in your ad, I am including my salary requirements in this reply. They range from $[lowest salary] to $[highest salary] and are contingent upon a variety of factors such as the responsibilities of the position and the benefits offered.

I would welcome the opportunity to further discuss my skills and this position. If you have questions or would like to schedule an interview, please contact me by phone at 780-933-9351 or by email at sandmanrues@hotmail.ca. I have enclosed my resume for your review. I look forward to hearing from you.

Sincerely,

Alexander Wilhelm Schroer

Enclosure