Date



Hiring Manager

Store name

Address line 1

Address line 2

Dear Hiring Manager

I am delighted to present to you my resume for a part time position at \_\_\_\_\_\_\_. Given the opportunity, I would make a profitable contribution to this department. I would like to find an enjoyable job which introduces me to the workplace, and allows me to further my education.

Some necessary abilities a candidate for this position must have include exceptional communication and leadership skills, which allow for better customer relations. Through many of the volunteer activities I have participated in, these skills have developed and thrived. Operating a fundraising activity and organizing club tryouts both require communication and leadership, as do the various sports I am involved with. My dedication to succeeding in school has taught me how to effectively produce results, manage my time, and solve problems. These skills and knowledge will make me a valuable part of the team at \_\_\_\_\_\_\_.

I appreciate the time you take to review my application and look forward to future discussions concerning this position. I can be reached at 123-456-7890. Once again, I thank you for your consideration.

Sincerely,

Your Name (sign above)

Encl.

## **OBJECTIVE:** To obtain a position at

|  |
| --- |
| **HIGHLIGHTS OF QUALIFICATIONS**  Is able to speak English, French, Spanish and 32 other languages fluently  Excellent skills in communication and presentation  Strong analytical and problem-solving skills  Learn quickly and interpret information accurately  Capable of effectively communicating at various levels with individuals and groups  Enthusiastic, resourceful and enjoys challenges. |



**WORK AND VOLUNTEER EXPERIENCE**

**Volunteer**, **Organization,**

**City and State/Province, Month and Year**

Prepared and coordinated …

Provided assistance and information …

Developed a method to effectively …

**Job Title, Organization,**

**City and State/Province, Month and Year**

Prepared and distributed …

Provided exceptional customer satisfaction



**EDUCATION**

**Place of education**

City, State/Province

Month and year – Month and year/Present

Currently in GRADE with a 105% average/Graduated with Honours



**AWARDS/OTHER**

Honour roll (90+) 2009, 2010, 2011

Merit Awards – Academic and athletic achievements

Nominated for the Sullivan Award – Academic and athletic achievements

placed top 10% in country for …



**Reference List:**

**Name** (Relation, ex. Previous manager)

Employment

Address line 1

Address line 2

123-456-7890

**Name** (Relation, ex. Previous manager)

Employment

Address line 1

Address line 2

123-456-7890

**Name** (Relation, ex. Previous manager)

Employment

Address line 1

Address line 2

123-456-7890