

## 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.*