Donnie Sutherland

123 Main Street, San Francisco, CA 94122  
Home : 415-555-XXXX Cell: 415-555-XXXX  
email@example.com

Dear Mr. Williamson,

As you suggested I am sending you my resume. I am looking for a summer job and hope you will consider giving me a position in your store.I have good communication and writing skills. I have worked part time at McVolge’s. At McVolge’s I did many things that helped me become an expert in customer service. I cleared tables cooked and bagged food and worked the cash register. This required good math skills and keeping customers happy while they wait.

When I graduate from high school I plan to go to college for business administration. One day I would like to open my own store. I believe working in your store will help me. I can learn about inventory and working with people in sales. It will help me learn more about communicating with all types of people. Given a job I will do everything I can to improve your store’s performance with great sales and happy customers.

I hope you find my resume interesting. It shows I have good grades. I am on the debate team and the student body council. I volunteer at an animal shelter on the weekends. I would love to work at your store. My phone number is on my resume. Call me and we can set up an interview.

Your's Truly,

XYZ