

Ivanna Job
10 Hierme Road
Jobb, ON, L8W 2J1

Format font, size, and style

November 30, 2010

Header

Mrs. Teacher
TechnoAd Agency
2097 TechnoDrive
TechnoVille, ON, L7R 0A5

Dear Mrs. Teacher:

State purpose of letter

Introduction

I am writing in response to your advertisement for an *Advertising Agent* in *Employment News*, job number TECHNO2010. After reading the description, I am confident that my skills are a perfect match for this position. I have the ability to create effective advertisements that will satisfy you.

List convincing qualifications

I possess the following attributes that would be an asset to your company:

- quick to learn new skills
- knowledge of Microsoft Word
- team player
- creative talents including painting and photography

Bullet a list

Adjust indent level

Body

Attached is a copy of my resume. I would welcome the opportunity to discuss my suitability for the *Advertising Agent* position. Contact me at 111-101-1001 or by email at ivanna@technoad.com to schedule an interview.

State next steps

Thank you for your consideration.

Sincerely,

Set line and paragraph spacing

Closing

Ivanna Job

Enclosure

Change page margins