**COVER LETTER, BLOCK STYLE**

IN THE BLOCK STYLE, ALL OF THE TEXT IS ALLIGNED WITH THE LEFT MARGIN

2256 Main Street

Anywhere, Ontario

M9Q 2P2

519- 555-3333

dana@internetaddress

June 3, 2011

Manager

Ms Jeannette Lincoln,

Winners Video

Anywhere, Ontario

M9Q 3Z3

Dear Ms. Lincoln

I am responding to the ad in the Tribune for a full-time video sales clerk at the Stanwell Shopping Centre. I have often rented movies from Winners Videos at the Heron Mall and always been impressed by the quality of service I found there.

As long time newspaper deliverer, I know how important it is to be reliable and on time, and to handle cash carefully. In addition, I am an avid movie-goer and knowledgeable about many different types of movies. I believe that I have excellent qualifications for your position.

I have attactched my resume for your consideration. If I haven’t heard from you by June 15, I will call to follow up. In the meantime, please don’t hesitate to give me a call at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your time.

Yours sincerely,

Print your name

Encl.