COVER LETTER SAMPLE

MARKETING

August 1, 2010

Serena Williams
Canadian Tire Corporation
283 Younge Street
Toronto, Ontario
M5J 4C1

Dear Ms. Williams,

I am writing to express my interest in the Field Merchandiser position as seen on your website on July 28, 2010. I am certain that the skills I have obtained through my studies and work experience are of value to Canadian Tire Corporation.

As a recent graduate with a Bachelor of Business Administration Degree, my time at Brock University has provided me with opportunities to develop excellent skills in the areas of communication, leadership and organization. While in the position of Vice President within the Brock Marketing Association, I coordinated and executed successful events that strengthened my communication skills with internal club members and external clients. My organizational skills were enhanced as I had to manage my time efficiently between school, a part time job and being the main point of contact for over 80 members within the Brock Marketing Association. In addition to my extracurricular activities I volunteered to participate in Canadian Tire's Think Tank Plus focus group. I helped organize each of the weekly focus group meetings and also worked within a team with the other volunteers of the focus group.

I admire Canadian Tire's social responsibility within community based initiatives such as Canadian Tire Jumpstart. I have volunteered as a junior girl's soccer coach for the past two summers and without the funding and cooperation from companies such as Canadian Tire some children would not have the chance to participate in such activities.

I would welcome an opportunity to discuss my qualifications in more detail. I can be contacted by phone at (289) 672-8346 or by e-mail at kspencer@gmail.com. Thank you for your consideration.

Sincerely,

Kendra Spencer

Kendra Spencer