**YOUR NAME HERE**

*Name of Company you are applying to*

*The company’s address*

*Their Postal Code*

Dear Hiring Manager

Please accept my cover letter and attached resume as application for the position of (*type the name of the* *position here)* within your (company/Business/Restaurant/Establishment etc)

I feel I would be a great asset to your company as I have recently graduated from the Retail and Customer Service Professionalism program where I learned how to effectively interact with customers. I completed training on a POS, have my Smart Serve, Safe Food Handling, WHMIS and First Aid/CPR training, amongst other skills While I may not have a great deal of past work experience, I am ready and eager to work and obtain the necessary training to be an exemplary employee.

I am reliable, dependable and get along well with everyone. I have had to deal with many difficult people in my career but I am always able to communicate well with them and resolve and concerns they may have. I recently graduated for a 3-week Retail and Customer Service Professional Program that has helped me to further prepare myself for this opportunity. I am also Smart Serve certified and have my Safe Food Handling Certificate.

In closing, I would like to take this opportunity to thank-you very much for your time and consideration in reviewing my resume and add that I look forward to meeting with you in the near future to discuss my qualifications for this position. I can be reached day or night at 000-000-0000.

Sincerely,

Your Name

Attachment: Resume