

*Christina (a.k.a. "Hoops") Montgomery
75 Whistlewood Way
Waterloo, Ontario
N2T 4W0
HoopsGirl1995@WorldofWarcraft.net*

Jennifer Sloan (sp?)
Sales Manager
MCT Manufacturing Ltd.
1010 Sherwood Avenue

To Whom it May Concern:

Re: NEED A JOB

I'm a 10th grade student and I want the sales position that you have posted on your website. I'm a good student who gets high marks and i like talking to lots of different people and I like to go for long walkson the beach. I am also a great team player and my little brother really looks up to me becaue I'm his role modle. Also, I'm a great team player because I am part of a 5000 member clam on World of Warcraft. Anyway, I heard about this job from my friend and I feel like this job can do a lot for me and my future.

As you can see from my resume (which is enclosed) I am very involved in volunteering. I really like working with people and think that I can best combine this and my interests in this field. I have very strong computers skills and I am very determind and hard working and i'm a people person. I have worked at Zehrs, Canadian Tire, McDonald's, Home Hardward, Walmart, Starbucks, Harvey's, Sunoco, and Sobey's. As you can see, I really like to move jobs a lot!!

I really hope you want to hire me. I will call you tomorrow to find out when you want to interview me. I believe that I would be a really awesome fit for your company. Thank you for your help. ☺

Sincerely,

S. Todd
GLC 2OH

Name: _____

Cover Letter Mistakes

Find 20 mistakes in this cover letter. Briefly record them in the chart below. Make sure to put the corresponding mistake number directly on the cover letter (see example). If an error is repeated throughout the cover letter, only use it as one (1) example of a mistake below.

Number	Brief Description of Mistake
1	Ex. Don't use nicknames on cover letter
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	