February 2, 2015.

Mr. John Smith
Trucks Unlimited
25 Trucker’s Lane
Ottawa, ON

K2S 1S1

Dear Mr. Smith,

I would like to express my interest in a coop placement position as a customer service representative for your company.

As a grade 11 student with writing, editing, and administrative experience, I believe I am a strong candidate for a coop placement position at Trucks Unlimited.

I believe that you are looking for someone with communication skills. As a student who does well in English, I have become a skilled writer with a variety of experience. I also participate in volunteer work as a referee and I think that those skills would also help me on the job.

My maturity, practical experience, and eagerness to work at Trucks Unlimited will make me an excellent coop student. I would love to begin my career with your company, and am confident that I would be a beneficial addition to your team.

I have enclosed my resume.

Thank you so much for your time and consideration.

Sincerely,

Janet Manet