

SAMPLE COVER LETTER 2

7 Apple Court
Trenton, ON
613-392-0001

August 7, 2006

Mr. Archie Weatherby
Clarica Investments Inc.
25 Sacramento Street
Kingston, ON

Dear Mr. Weatherby:

My outgoing personality, my sales experience and my recently completed education make me a strong candidate for a position as an administrative assistant for Clarica Investments Inc.

I recently graduated from Loyalist College with a diploma in Small Business Office Automation, where I graduated with the highest marks in the program.

Although a recent graduate, I am not a typical new graduate. I've put myself through school by working such jobs as administrative aide to a local real estate company, newspaper subscription sales and bartending, all of which enhanced my formal education.

I have the maturity, skills, and abilities to embark on a career in financial investments, and I'd like to do this with a company whose reputation exceeds them such as Clarica.

I would be delighted to speak with you in person about this position, and look forward to hearing from you soon. I can be reached at 392-0001. Thank you in advance for your time and consideration.

Sincerely,

John Oakley

Enclosure