**Jason Sangha**11247 96 Avenue  
Surrey, BC, V3V 4D5  
604-555-1234  
Sangha\_j@gmail.com

February 19, 2021

Reta Sandhu  
Manager   
Strawberry Hill Sport Chek

Unit 120 12101 72 Avenue

Surrey, BC V3W 4M1

Dear Ms. Sandhu:

Thank you for your willingness to interview and possibly accept a L.A. Matheson Co-op student for a two-week work experience placement. For years, my family and I have visited Strawberry Hill Sport Chek and very much enjoyed the shopping experience in your store. I believe that my strong work ethic and commitment to service will help to make me a valuable member of the Sport Chek team.

I am enthusiastic and willing to learn. Growing up in Surrey, I volunteered for many school and community events and feel that these experiences will help me to interact with the public. Last year, the effort I put into my studies helped me earn A’s in my Marketing, Woodwork, and Social Studies classes at L.A. Matheson Secondary. I also have access to dependable transportation and am punctual and reliable.

I look forward to meeting with you to discuss my upcoming work experience and appreciate you taking time to review my resume. I am very excited about the opportunity to join Sport Chek. At your convenience, I can be contacted at 604-555-1234 to arrange an interview. Thank you for your consideration.

Sincerely,

[sign your name here]

Type your name in full here