**The Situation**

You (Use own name) are searching for summer employment for the upcoming summer. You notices on the Fort McMurray online job database, that Ms. Sprinkles Old Fashioned Ice Cream Parlor has an opening for a student worker in the position of customer services representative from June 29th 2016 until Labour Day Weekend. Ms. Sprinkles’ requests a business letter through her online application form.

Within the job application, the job states the following criteria for employment:

* Must be have completed grade nine
* Holidays or days off are not guaranteed during this job placement
* Must be able to work day's, night and weekends
* Must be able to work with a team
* Must be able to work with customers
* Must be able to handle and distribute product and monies.
* Must be able to do light lifting
* Must be able to clean, and organize a work environment

**Assignment**  
  
Write a business cover letter expressing interest in employment at place in question.

You must include the specific job in questions, the reasons you are a suitable candidate for the job, and a closing which includes key contact information.

When writing, **be sure to:**

* Use a **business letter** format
* **Communicate** the purpose of your letter
* **Organize** your thoughts in sentences and paragraphs
* Use **vocabulary** that is appropriate and effective
* Provide **information** that will be helpful to the prospective candidate
* Sign your letter

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| **Business Operators Address**  Ms. Sandra Royle is the head of the human resources of Ms. Sprinkles and Co. She can be reached at 1205 Main Street in the town of Fort McMurray, Alberta. The postal code is T9K 4K9 . |

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| **Employee Candidate Address**  You are going to use the school’s mailing address in order for your Health/Religion teacher to help you with your application. The address 455 Silin Forest Road, Fort McMurray. The postal code is T9H 4V6 |