

Iam A. Student
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Chatham, ON N7L 1B6
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September 3, 2009

Ms Catherine Wilson, Manager
Chatham Kent Retail Limited
55 St. Clair Ave
Chatham, ON N7L 2G5

Dear Ms Wilson:

Re: Morning Co-Op Placement

In the first paragraph you should briefly explain who you are and why you are writing to them. Be sure to mention this is a morning co-op placement and what school you are from. While it's fine to start this paragraph with 'I', try not to start every paragraph in the same way. This section may only be one or two sentences.

Explain why you think you are suitable for the position, mentioning your most important qualifications or experience and what you think you would bring to the placement. If you think the placement needs special skills (medical, technical, working with people) this is the place to say how your skills and experience meet the criteria they're looking for. Aim for at least four or five sentences in this section.

Lastly, politely request that they consider your application, conveying your appreciation for their time. Being polite and enthusiastic will help to create an overall good impression.

Yours sincerely

[Signature]

Print full name