April 10, 2010

Roger Simard

Human Resources Director

X.Y.Z. Company

324 boulevard des Tulipes

Montréal (Québec)  H8H 2R5

**Subject: Job Application**

Dear Sir:

Further to our April 9 telephone conversation, I would like to apply for the position of administrative assistant. I am including my résumé with this letter.

As you will note in reading my résumé, I have been trained and educated in the areas of administration and office automation and have several years of related experience. I am bilingual and at ease with the various software programs listed in my résumé. Lastly, I am available, dynamic, and a team player, and these strong points will enable me to carry out my assigned duties in the most effective manner possible.

I have visited the X.Y.Z. website to learn more about the products and services you offer your clients. I would be very interested in working for your company, with its reputation for dynamism and its innovative approach to customer service.

Thank you very much for considering my application. I am available to meet with you at your convenience.

Yours truly,



Sophie Lapointe

123 rue des Ormes

Montréal (Québec)  H8H 2H2

514-555-1212

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Encl. Résumé