**Cover letter Information Sheet**

**Name: Sarthak Nadkarni CLE10 Teacher: Mr. Breda Block: A**

NOTE: This is a practice exercise only. This is not for your work experience.

**1. LOCATING A BUSINESS:**

Decide on a local retail store, restaurant, or professional office where you could

See yourself currently working part-time.

EXAMPLES: Red Robin, Sport Chek, HMV, Law office, Computer Business

My choice is:

**2. ADDRESS:**

Google search the local address and telephone number of your chosen business.

MANAGER’S NAME: Jason Lee (Make up a name)

COMPANY NAME: Kumon- Of Surrey Fleetwood

ADDRESS: #110 16555 Fraser Highway

(Include postal code): V4N 0EN

PHONE#: (604) 501-5950

**3. CREATING A “SALES PITCH”**

Below, list the skills, experiences, strengths, interests, and characteristics the employer

(listed above) might look for in a part-time employee. Highlight or circle the ones that you

possess. Think about how you could incorporate these qualities into a paragraph about yourself.

LIST:

PARAGRAPH ABOUT ME:

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