***Sample Cover Letter***

Bob Smith  
1000 Cedar Crescent  
Forest Grove, BC Z1Z 1Z1  
bsmith@sd43.bc.ca

September 30, 2011

Alex Miguel, Programs Coordinator  
Pine Creek Youth Theatre  
9000 Main Street  
Forest Grove, BC Z1S 8A8

Dear Ms. Miguel:

I am interested in applying for the position of Drama Camp Leader with Pine Creek Youth Theatre, which was advertised in the Saturday, September 23rd edition of the Forest Grove Community Newspaper.

I am very interested in this position because I spent many years as a child in a theatre program, and this program helped me develop strong communication and presentation skills. I have also taken Drama classes in school, and I currently volunteer as an Usher at the Forest Grove Community Theatre. I am the Assistant Coach of a Little League soccer team, and I am very comfortable working with children. I would be able to use these skills to help your organization develop a fun, exciting theatre program for your students. For further details of my skills and experience, please refer to my resume.

I would enjoy the opportunity to be a part of Pine Creek Youth Theatre, and I am available for an interview at your convenience. I can be reached at 999-1234. I look forward to hearing from you. Thank you for taking the time to consider me for the position.

Sincerely,

Bob Smith

Encl: resume