

# Janna Andrews

[jannaandrews@gmail.com](mailto:jannaandrews@gmail.com)

Russellville, AL

479.123.4567

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January 13, 2023

Susan Johnson  
Human Resources Director  
PetCo.  
548 First Avenue  
Russellville, AR 72801

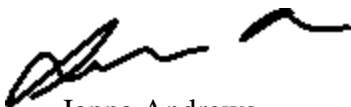
Dear Ms. Johnson,

I'm excited to be applying for the Pet Assistant position you advertised on Hotjobs.com. I've been grooming animals and volunteering at animal shelters since middle school. I truly have a passion for working with animals. While researching the company, I noticed that Pet Co. consistently wins the Pet Shop of the year award. It would be an honor to utilize my skills in pet care, grooming, and customer service in order to help your business maintain its top tier status.

Over the years I have learned a lot about the skills necessary to take care of animals. In my current position, I am responsible for bathing and grooming animals. I also work with a variety of animals with various behaviors. Working with pet owners is just as important as working with the animals. According to your job posting you are looking for someone that puts the customers and animals first. I was recently awarded the Customer Service award of the month. In order to receive this award, one must provide outstanding customer service with a positive attitude. I communicate with pet owners on a daily basis about the needs of their pets, assist them in finding products, and provide recommendations about products that may be beneficial for their pets. It would be my goal to provide keen customer service and uphold company standards if hired for this position.

It would be a privilege to meet with you and discuss my experiences, as well as share how much I would enjoy working at PetCo. I look forward to hearing from you. You may contact me at 555.555.5555 or by email, [jannaandrews@gmail.com](mailto:jannaandrews@gmail.com). Thank you for your time and consideration.

Sincerely,



Janna Andrews

Attachment

**Type Your Name Here** ▲

Letterhead

[Youremail@gmail.com](mailto:Youremail@gmail.com)

Phone

City, State

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January 16, 2023 ▲

Current date spelled out

3 blank lines

Ms. Jane Doe  
Human Resources Director  
ABC Corporation  
123 Money Street  
Russellville, AR 72801

Inside Address. The person you are writing the letter to. (No abbreviations)

Dear Ms. Doe, ▲

Salutation: Use Mr. or Ms. and last name.

A cover letter should only be one page in length. In the first paragraph of your cover letter, you will talk about how you heard about the job opening. You want to show your interest in the position and briefly state how you can benefit the company. All paragraphs are aligned at the left. Use 12-point font. Single space your letter. Always use the exact same letterhead on this letter as on your resume

In the second paragraph, or body, your goal is to sell yourself. Do not be afraid to brag on yourself. You want to address specific skills, achievements, and experiences that make you the best candidate for the job. Be sure to make it relevant to the job description.

In the last paragraph, you should mention that your resume is enclosed (if mailed) or attached (if submitted online). Always request an interview in this paragraph and thank the reader for taking the time to review your materials. Tell them that you look forward to hearing from them. Restate your contact information such as your phone number or email address.

Sincerely, ▲

Complementary Close

3 blank lines

Type Your Name

Enclosure (or Attachment) ▲

Enclosure Notation if something is enclosed or attached, like a resume for example.

This is the page format for a block style business letter and is appropriate for most letters!

Always proofread for grammar, punctuation, and content.