

## Cold Canvassing

A letter you write to companies or organisations you would like to work for before any specific position has been advertised, asking them to consider you when they next need a competent worker, is called "cold canvassing". This type of letter is becoming more the norm, as many companies feel no need to advertise and in fact, look for initiative on the part of the job seeker.

12 Jackjill Street  
Upthehill NSW 2999

20 February 2005

Mr Joseph Bloggs  
Human Resources Manager  
Paradise Hotel  
PO Box 40251  
Sydney NSW 2001

Re: Application for Trainee Receptionist or other suitable job in the Hospitality Industry

Dear Mr Bloggs,

The attached resume outlines a background of progress and willingness to work which I believe would fulfil the requirements of a position in your organisation.

I draw your attention to those areas of experience which are particularly relevant:

- Knowledge of computerised record systems and developing keyboard skills;
- The ability to work with and relate easily to others in team efforts and accept responsibility in unsupervised situations;
- Work experience in reception, record maintenance, telephone answering;
- Proven organisational abilities and willingness to put in extra work to learn new skills.

A position in your company would offer an excellent opportunity to enter the kind of work for which I feel I am, to some extent, already prepared.

Thank you for your consideration of this request. I look forward to receiving your reply.

Yours sincerely,

IM Hoping

Resume enc