

# Jobseeker Canvass Letter Example

## Name and address of the Person and the Organisation

Mr T J Jones  
Office Manager

Apex Trading Pty Ltd  
111 South Rd  
City 0000

## Salutation

Dear Mr Jones or Dear Terry (If you know him)

## Subject heading for letter

Retail Assistant or Purchasing Officer or Gardener or (whatever)

## Starting your canvass letter

I am writing to you to see if you have a full time position available for a Retail Assistant either now or in the future

I am writing to inquire about full time vacancies for a Telecommunications' Technician which may be available within your company currently or in the future. Alternatively, I am also happy to offer my services on a casual or a part time basis.

I am looking for work in the Accounting field and hope that you may have a position for a recent graduate either now or in the future. I am happy to offer my services full-time, part-time or even voluntary work with a view to future employment.

## Qualifications, Experience & Skills

I have three years experience in customer service and can display the following skills:

Friendly, helpful and professional manner

Ability to anticipate the special needs of clients and suggest practical options

Totally committed to providing the best level of customer service possible

Ability to provide cheerful service to the young and mature aged alike

I have over fifteen years experience in the telecommunications industry starting as an apprentice and finishing as a senior technician. I am able to offer the following skills:

* Experienced with both analogue and digital equipment
* ordering materials
* installing
* terminating
* testing and commissioning
* Occupational Health & Safety Regulations and practices

## Benefits to the Company and Personal Attributes

I am a confident, multi-skilled and professional person and I would bring a high standard of service to your organisation.

I have a strong commitment to self-improvement and would welcome the opportunity to engage in any training you may require of me.

I am a confident, multi-skilled and professional person and I would bring a high level of productivity to your Company.

I wish to assure you of my enthusiasm and aptitude for this type of work and of my desire to learn more about your industry. I consider myself to be patient, responsible, well presented and possessing of a strong customer focus.

I would be a useful and effective staff member as I believe in supporting team members and business goals. I have a warm personality and I always try to bring out the best in people as well as giving of my best.

## Pro-active Close

I have always enjoyed working as part of a well-run team and would welcome the opportunity of discussing my attached resume with you at a suitable time.

My enclosed resume briefly outlines the activities from which I have acquired my knowledge and expertise. I should value the opportunity to meet with you in person and discuss my suitability to your organisation.

My resume demonstrates my broader abilities which enables me to meet the needs of this type of work. I would value further discussing my suitability for your organisation.

My attached resume briefly outlines the activities from which I have learned the meaning of hard work and developed my attitudes towards working conscientiously for my employer

## Finish

Yours faithfully,

John Brown

## General Cold Calling Intro

Hello. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’m hoping to speak to someone about work that might be available at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## General cold calling introduction (if you know who you want to speak to)

Good afternoon, I’d like to speak to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, please. My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I’m hoping to find out about employment opportunities at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Asking to speak to the HR Manager

Good morning. My name is \_\_\_\_\_\_\_\_\_. Can you please tell me the name of your HR manager? Would I be able to speak to them? Thank you.

## Selling Yourself to the HR Manager

Good morning, *(use their name if you know it)*. My name is \_\_\_\_\_\_\_\_\_. I'm calling to ask about any opportunities for work at your company. I've got a lot of experience working in \_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. Are there any suitable openings at your company at the moment? Can I send you my CV in case any jobs come up in future?