

Pascal Jodoin
134 North Street
Mississauga, Ontario
M9A 3L1

May 14, 2012

Ms. Candace Hamm
Sales Manager
Irwin Food Processing
Suite 34, 123 Mason Avenue N.E.
Toronto, Ontario
M9L 4V2

Dear Ms. Hamm:

I am a recent graduate of Alpha Beta High School in Mississauga, and I plan to attend university in Toronto this fall. While I was conducting some career research on companies that offer in-house training, I noticed that Irwin Food Processing offers basic courses in marketing and promotions, a field which interests me greatly.

I would appreciate meeting with you to discuss your firm's potential employment opportunities. In particular, I believe you may be interested in hearing about my co-op work experience, which involved special product promotions. I have enclosed my résumé with further details.

I will call your administrative assistant on May 22, 2012, to see if a convenient appointment time can be arranged. I can also be reached at 905-555-1234 or by email: pascale.jodoin@email.ca, if you would like to contact me before then.

Yours truly,

Pascal Jodoin
Enclosure (resume)