# First M. Last

Street ◊ Medicine Hat, Alberta NAN ANA ◊ Phone: (403) XXX-XXXX

Date, 2005

Mrs. Vivian Haland, Coordinator

South Eastern Alberta Partners

 for Youth Career Development

P.O. Box 204

Dunmore, Alberta T0J 1A0

Dear Mrs. Haland:

***RE: Application for PFOSummer Internship***

Please accept this letter as application for one of the PFO Internship positions available this summer. As a student enrolled in the Production Field Operator program at McCoy, I am interested in learning more about the oil and gas industry and the daily routines of a Field Operator.

**SUMMARY OF SKILLS - WHAT CAN YOU DO FOR THE EMPLOYER?**In the next paragraphs, tailor your letter to match the duties and qualifications needed for the job. Do this by reading and highlighting the required duties and qualifications for the position, then outline your skills as they relate to each requirement, drawing on your resume as a source for this information. Use action words to describe your skills and the same wording in the job description/posting. Ask yourself, "What have I done which is similar to the duties of this job?". Areas to think of are courses taken, classroom projects, past work experience, volunteer experience, extracurricular involvement and travel. If you don't meet the requirements of the job exactly, demonstrate how your skills and experience are transferable to the position for which you are applying. Don't simply state your skills, offer proof by describing actual situations that demonstrate use of those skills.

**CLOSING - REQUEST AN INTERVIEW.** Your last paragraph will contain a request for an interview and information on how you may be contacted. You may also thank the reader for their attention to your application.

Sincerely,

First M. Surname

Enclosures: Resume, CAREERS PFO Application