

Cold Canvassing Letter – Semi-skilled/un-skilled worker

Sample Letter - Pro-Active Human Resource Management

Format as per letter set up

Dear (*Name of Person*)

In a recent advertisement you advertised for a number of management and senior personnel for your fish filleting factory in Mandurah. Does this mean you will be employing semi/unskilled labour in the following weeks? If so, I would like to apply.

My experience is varied, as outlined in my enclosed resume. The following skills and experience I believe are transferable to any semi/unskilled position within your factory are:-

- Warehousing Operations - goods inwards, stock picking, despatch, stock control and local deliveries
- Process worker- assemble components and perform production line operations.
- Assistant to a Refrigeration Mechanic in a production plant.

I am a strong and healthy person who enjoys learning new skills, and I can assure you that my work performance will be more than satisfactory, as my referees will testify. (*make sure they can*)

I can be contacted on (*all phone numbers*) - (*If working or doing a course tell the employer and say so and state contact time – i.e. every day or afternoons only*) and I would welcome the opportunity to meet with you personally to discuss how I can fit into your organisation and fulfil your recruitment needs.

Yours sincerely

Name

Enclosed: Resume