

Your Address
City, Province Postal Code
Email address
Phone Number *(2 return spaces)*

Month Day, Year *(2 return spaces)*

Manager or Contact Name
His or Her Position/Job Title
Company Name
Company Address
City, Province Postal Code *(2 return spaces)*

Dear *(Mr. or Ms. _____)*: *(1 return space)*

Paragraph 1: Tell the person why you are writing. Explain how you heard about the job, whether you heard from a friend, an advertisement, or otherwise. This is especially important if you've been referred by a mutual acquaintance as it shows you have a connection to the company. *(1 return space)*

Paragraph 2: Provide an overview of your skills and experience. This is where you pick the most relevant elements from your résumé and highlight them – sort of like a sneak preview. Pick the top three characteristics that make you stand out as a candidate, and support your statements with concrete examples. Your résumé will fill in the details. *(1 return space)*

Paragraph 3: Describe why you want the job. Explain your attraction to the job, the firm or even the industry. Let them know you know something about their firm. This means that you will have to research the company BEFORE you apply for the job. Focus on why the job would be a good match for you and how your combine skills, experience and interests would make you a perfect candidate. *(1 return space)*

Paragraph 4: Conclude your letter by restating your interest in the position. Mention your enclosed résumé and confirm your contact details, in particular your phone number. *(1 return space)*

Sincerely, *(4 return spaces & sign your name in this space)*

Type Your Name *(1 return spaces)*

Encl.