

Your name

Your street
City, Province, Postal Code

Date

Employer's name
Employer's title
Name of company
City, Province, Postal Code

Attention Mr./ Ms **Person's Name (or Attention Hiring Committee/ Human Resource Manager)**

Introduction: Why you are writing

- Identify who referred you or how you heard of the organization or position
- If you have researched the company, share your findings

Body of Letter (a): What you have to offer

- Compare your skills to the ones mentioned in the job posting
- Show the relevance of one or two of the following to the organization or to the position:
 - Work experience
 - Education
 - Abilities
 - Interests
 - Skills
 - Technical Training

Body of Letter (b): Why this company

- Demonstrate your knowledge of the company and particular interest if not already stated in the opening paragraph

The Closing:

- Request an interview; initiate a follow-up time
- Indicate when you are available and how you can be reached
- Thank them for their time and consideration

Sincerely,

(Your Signature)

Your Name (Typed)

Enclosure *(Shows that your resume is enclosed)*