Your Name

Street Address

City, Province

Postal Code

Phone number

Email address

Date (Month Day, Year)

Employer’s Name

Employer’s Position

Company Name

Street Address

City, Province

Postal Code

Dear Ms. Smith:

In your first paragraph, introduce yourself to your potential employer. Also, briefly mention how you heard about the job, and/or what excites you about potentially working at this business. (2-4 sentences should be sufficient)

Your second paragraph will be the most detailed. Tell your employer about your unique skills and abilities that will benefit the company you are applying to work for. Try to limit the amount of “I” statements so that you don’t sound too self-centred, but be positive as you try to “sell” yourself to your potential boss/colleague. This is a chance to expand on qualities that you only briefly mentioned in your resumé. (At least 4 sentences)

In your third paragraph, briefly conclude by thanking the potential employer and mentioning your interest in discussing your qualifications. (approximately 2 sentences)

Regards,

*\*Signature*

Type your name

Enclosure: Resumé