Your Name

Your Address

city, Province

postal Code

date

Title, first name, last name

company address

city, Province

postal Code

 Dear Mr./Ms. last name:

 (First Paragraph)

In your initial paragraph, state the reason for the letter, name the specific position or type of work for which you are applying, and say from which resource you learned of the opening.

( Second Paragraph)

Tell why you are interested in the position, the company, its products or services ‑ above all, what you can do for the employer. If you are a recent graduate, explain how your academic background makes you a qualified candidate for the position. If you have some practical work experience, point out your specific achievements or unique qualifications. Try not to repeat the same information the reader will find in the resume.

 (Third paragraph)

Refer the reader to the enclosed resume or application blank, which summarizes your qualifications, training, and experiences, or whatever media you may be using to present yourself. Indicate any personal skills that you have that may be relevant to the position.

 (Final Paragraph)

 In the closing paragraph, indicate your desire for a personal interview and your flexibility about the time and place. Repeat your phone number in the letter and offer any help to a speedy response. Finally, close your letter with a statement or question that will encourage a response. For example, state that you will be in the city where the company is located on a certain date and would like to set up an interview. Or, ask if the company will be recruiting in your area, or if it desires additional information or references.

Complimentary closing

written signature

typed name.

Checklist

|  |  |
| --- | --- |
| First paragraph |  |
| Second paragraph |  |
| Third paragraph |  |
| Strong action works professional tone |  |
| No spelling or grammar errors |  |