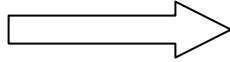
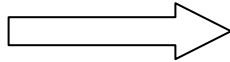


Your Full Name
Your Street Address
City, Province, Postal Code
Your Phone
Your Email



Be consistent with your heading format and style on both your resume and cover. This creates a professional package.

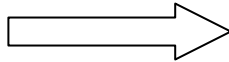
Date



Eg. June 23rd, 2012

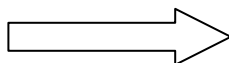
Employer's Name
Employer's Title
Company Name
Company Address

Salutation,



Use a formal salutation followed by a comma. For example: **Dear Ms. Jones,**

Subject Line



Quote a competition number or job title here. For example: **Re: Front Desk Position**

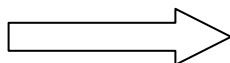
Paragraph 1 – Introduction

Paragraph 2 – Body

Paragraph 3 – Body (optional)

Paragraph 4 – Closing

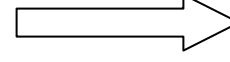
Complimentary Closing,



Use a formal and polite closing followed by a comma. For example: **Sincerely,**

Your Signature
Your Name Typed

Enclosure



Use if you are attaching or enclosing your resume or other supporting documents. Eg. References, portfolio, work samples

*** Letters should be in block style – aligned left with no indents in body of letter.**