

# COVER LETTER TEMPLATE

Today's date

Mr. (or Mrs.) Name  
Their title  
Their company name  
Complete address  
City, Province  
Postal code

## **SUBJECT : TITLE OF POSITION SOUGHT**

Dear Madam (or Sir) :

1<sup>st</sup> paragraph : State why you are writing. Mention the position title and the reference number if there is one. Indicate where you heard of the position (newspaper, Internet, friend, contact, etc.) and why you are applying. Specify that your resume is attached to your letter.

2<sup>nd</sup> paragraph : Summarize the studies, training, experience, qualities and skills that you can offer to meet the needs of the employer. Explain briefly your interest or passion for your field of work or this position. Make sure your personality shows in this paragraph.

3<sup>rd</sup> paragraph : **VERY IMPORTANT**: After researching the company, explain why you are interested specifically in this company. Highlight your common values.

4<sup>th</sup> paragraph : Close your letter by asking for an interview and indicating your availability. Use a polite closing sentence.

*Your signature in script font or scanned signature*

Your name  
Your address  
Your phone number  
Your email

Encl.