

Your Street Address
City, Province Postal Code
Telephone Number
Email Address

Month Day, Year

Mr./Ms/Dr. First Name Last Name
Title
Name of Organization/Company
Street or P.O. Box Address
City, Province Postal Code

Dear Mr./Ms./Dr. (name of employer): If you don't know name, do not use To Whom It May Concern. Simply skip this section and go directly to the Re: line

Re: Job posting/position you are applying for with the company

Opening paragraph: State why you are writing; how you learning of the organization or position.

Sell paragraph: Tell why you are interested in the employer or type of work the employer does (Simply stating that you are interested does not tell why, and can sound like a form letter). Demonstrate that you know enough about the employer or position to relate your background to the employer or position. Mention specific qualifications which make you a good fit for the employer's needs. This is an opportunity to explain in more detail relevant items in your resume. Refer to the fact that your resume is enclosed. Mention other enclosures if such are required to apply for a position.

Close paragraph: Indicate that you would like the opportunity to interview for a position or to talk with the employer to learn more about their opportunities or hiring plans. State that you would be glad to provide the employer with any additional information needed. Provide the employer with the phone number and email address where you can be reached. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)

Your first and last name and credentials (typed)

Encl.