

# Your Name

123 Road, Oromocto, NB E3B 123  
(506) 357-0000 [email@hotmail.com](mailto:email@hotmail.com)

COVER LETTER  
TEMPLATE SAMPLE

Attention: Name of Manager, their position, etc.  
Name of Business  
Street, city, NB  
Postal code

**RE: APPLICATION FOR POSITION (COMPETITION #000-000)**

July 5, 2013

To Whom It May Concern:

Please accept my application for the position of *Name of position / competition # or other details so they will know which job you want*. With *(number of years experience, a particular training/education or related diploma, or an ability to communicate in both official languages OR something else that would generally qualify you for the job)*, I believe I would be a strong compliment to your team.

*In this section write specific and relevant examples that prove what is being asked for or required in the job you are applying for. Does the ad state that you need good communication skills? If so, what example can you give that demonstrates your ability to do this? It is NOT enough to just state that you are a good communicator or used these skills in past jobs (other candidates are doing this too so how do you prove you do it better?). If you were in an interview what example would you give to the hiring / HR committee that shows you CAN and HAVE done it before? Well, don't wait for the interview! Look at your cover letter as a way (in words) to answer and show how you have what is required for the job. Remember, it is not always clear for the person who doesn't know you how your background applies... so make sure to tell them! ☺*

I would like to thank you for the time you have taken to go over my application and I would be pleased to meet with you at your earliest convenience to answer any questions you may have. I can be contacted at (506) 357-0000.

Sincerely,

Your Name

Encl. (resume)