**YOUR NAME**

City, province where you live ∙ your email address ∙ your phone number

Date letter sent

Recipient’s Name, Position Title

Organization Name

Full Postal Address

Re: (position applied for)

Dear Mr./Ms. (name):

If unknown: Dear Hiring Manager

In the first paragraph, indicate your reason for writing, the name of the position you are interested in, and how you heard about the position. If you were referred, be sure to mention the referral name. Describe why you are excited about the position and company and highlight how your immediate career goals align with the position.

In the second paragraph, indicate how you are qualified for the position. Review the qualifications and requirements in the job posting and match these with your relevant skills, experience, and education, using language similar to that of the employer’s description:

* If you have work experience, point out specific achievements, examples of how you have developed and demonstrated your strengths, and/or your unique qualifications,
* Do not repeat information word-for-word from you resume, and
* A bulleted format can help your qualifications stand out and be concise.

In the final paragraph, provide another reason why you’re a fit; summarize how you are uniquely qualified. Request an interview. Express enthusiasm about next steps. Thank them for their time.

Sincerely,

Your name typed