Address, City, Province Postal Code

Tel: 000-000-0000

Cell: 111-222-3456

email@email.com

Social Networking Link (Optional)

**First Name Last Name**

Date

Employer Name

Employer’s Position Title

Company Name

Address

City, Province Postal Code

Dear Employer Name,

**Introduction Paragraph:**

* Indicate your first and last name and what job you are applying for.
* Transition sentence that briefly mentions that you have the necessary skills, experiences and qualifications for the position in which you are hiring for
* Introduce your educational background-this includes degrees, diploma, certificates etc., that relate to the role for which you are applying for.

**Body Paragraph:**

* Talk about relatable work experiences that are in direct relation with the requirements for the job posting that you are applying for, do your best to mention the following
  + Job duties and descriptions
  + Accomplishments in the role: An example of this is how James’ indicated in his cover letter that we had the top sales score 3 months in a row
  + Relating your existing work to the requirements listed in the job posting: Try and use keywords here, match some of the words in the listing in the descriptive language you use to explain your work (eg., able to actively **track** store orders in a **timely** manner)
* Talk about your certifications, training or licenses that you hold that are a direct asset to the role you are applying for

**Closing Statement:**

* Transition statement that briefly leads into the skills in which you possess that make you a strong fit for the company/position you are applying for
* State that you would like the opportunity to interview or discuss employment opportunities, and include your main method of contacts such as phone number and email
* Conclude with thanking the employer for their consideration.

(Complimentary Close),

Signature

**First Name Last Name**