Your First and Last Name here

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Month Day, Year

Name of person you are writing to (first/last name)

Position, Department Name

Name of Company

Their Street Address

City, Province, Postal Code

Dear (name of person you are writing to using “Ms.” for female & last name or “Mr.” & last name),

I am interested in the ­­­­­\_\_\_ position at \_\_\_\_\_, as advertised on \_\_\_\_\_. If you are currently working, you can mention that here. You can mention why the skills from this position will benefit them. If you are not working, share why your skills/experience will benefit this employer.

You can some up some points on your resume that relate to this position you are applying for. For example: “As a salesperson working for Best Buy, I developed strong interpersonal and customer service skills by anticipating customer’s needs, answering their questions and solving problems when required. For example, when a customer came back (sometimes upset), I would assure them that we will look after their problem. This always put the customer at ease. If I wasn’t able to solve their issue personally, I always ensured I got them in touch with the right person so they left happy they chose to buy from us.”

If there are specific job requirements or experience required, mention it here as well. For example, “I have also gained extensive experience in \_\_\_\_\_ – fields that you state the job candidate must be familiar with. My experience in the \_\_\_\_\_\_ (previous job title) has given me the opportunity to become familiar \_\_\_\_\_\_\_. In particular, \_\_\_\_\_\_\_. I am always eager to learn more about \_\_\_\_\_\_\_, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for \_\_\_\_\_\_\_ to your company. (note: only write what is true for you, these are just examples – one page should be maximum length)

I am confident that my experience in \_\_\_\_\_ and my \_\_\_\_\_ and \_\_\_\_\_ skills qualify me for consideration. Please find my attached resume. I would be happy to provide you with references on request. I look forward to meeting with you and discussing my qualifications in more detail.

 Sincerely,

*Signature*

Your Name Typed Out