

Sample cover letter

[Your First and Last Name]
[Your Street Address]
[City, Province]
[Postal Code]

leave a
space >

Date

>

[Recipient's First and Last Name]
[Title]
[Company Name]
[Street Address]
[City, Province]
[Postal Code]

>

Dear Mr, Mrs, or Ms [Recipient Last Name]: — Choose the proper title + **LAST NAME only**

>

State your reason for writing to them and include where you found their advertisement for the job. What do you have to offer their firm? How many years of experience do you have in this area? List some specific accomplishments you have to offer.

>

- Use bullets to highlight specific skills
- Include length of time you were involved in these areas
- List awards and certificates you have received.

>

Request an interview to meet with them. Mention your enclosed resume and list your contact phone numbers and email address. Let them know you will looking forward to hearing from them soon.

>

Sincerely,

[Sign your full name]

leave 4-6 spaces
for your signature

[Type Your Name]

>

Enclosure

same amount of space
on top of page and bottom