Your name

Begin on line 1. Top margin should be standard 2.5cm

Go to Format – Document-Margin

Your address

City, Province Postal Code

Two lines of space

Date

Two lines of space

Name of Individual

Title of Individual

[Company Name]

[Street Address]

City, Province Postal Code

One line of space

Dear Name of Individual:

One line of space

Paragraph 1: (Opening/Introduction)

1. Give your reason for writing the letter
2. Tell the employer the position in which you are interested.
3. Tell where you found out about the job opening

One line of space

Paragraph 2 (The body/hook):

1. This is 1-2 paragraphs that tell the employer why you are qualified to do the job.
2. Include information about your education, work experience, job related skills, accomplishments, personality, availability, etc. that relates to the employer’s needs and the position for which you are applying. You must address qualifications/duties in the advertised job.
3. Keep this section brief; give only the highlights of your qualifications that match the job advertisement.

One line of space

Paragraph 3: (Closing)

1. Tell the employer you are interested in interviewing for the available position.
2. Thank the employer for considering you for the position.

One line of space

Sincerely,

3 lines of space

Don’t forget to sign your letter here!

Your name typed

Enclosure