

## **Your Name**

Home address

City, Province, Postal code

Telephone

[e-mail address](#)

Date

Contact name

Job title

Company name

Address

Dear Ms./Mrs./Mr. Employer:

(Be sure to determine the formal designation (Ms./Mrs./Mr.) of the person you are contacting. If you're not sure, call the organization to confirm.)

### **Paragraph 1 – Introduction**

Use this paragraph to introduce yourself and to get the attention of the employer. Be professional and polite in language and tone. Let them know about your interest in their organization, and explain why you would like to be part of it.

### **Paragraph 2 and 3 – Description**

This is the main body of your letter, which is usually one or two paragraphs long. Explain your qualifications and why you would be a great fit for the organization. Don't just repeat the content of your résumé; give specific examples and explain how your individual skills would contribute to the workplace. This part of the letter is meant to convince the employer that you would be a valuable addition to the team.

### **Paragraph 4 – Closing**

It's important to end your letter in a courteous way. End with an action statement, informing the employer about when you plan to contact him or her to follow up on your application. Provide your personal contact information and an appropriate time to call, in case the employer would like to reach you before you contact him or her. Reinforce your desire to be part of the organization.

Yours truly,

*(sign your name)*

*Your name*