

Your Name
7003 - 188 Street
Surrey, BC
V4V 5G6
(604) 555-5555
Email: emailme@hotmail.com

March 4, 2011

Name of Hiring Manager (Mr./Ms.)
Job Title (Hiring Manager)
Company Name

Dear Mr./Mrs. _____,

- 1) Where you heard about the job.
- 2) State the position you are applying for.

- 1) Previous experience.
- 2) Discuss your skills
- 3) Discuss Credentials (High school/Honor Roll etc.)

- 1) Say you are qualified
- 2) Resume enclosed /included
- 3) Look forward to hearing from employer.

Sincerely,

(Your Signature in blue or black ink)

Your Name

*This whole cover letter
should only be about 8
to 10 sentences long. It
is the first impression of
you on the employer!
Make it perfect!*