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1234 Tolmie Street **250-385-6778**

Victoria, BC V6L 2X2

:

Month, day, year

Mr./Ms./Dr. First and Last Name of Contact Person
Title or Position
Company Name
Street Address
City, Province Postal Code

Dear Mr./Ms. Last Name

Paragraph #1: WHY YOU ARE WRITING. State what job you are applying for and where you heard of the opening, (online posting, newspaper advertisement, etc.). State in one or two strong sentences the benefits you bring to the employer and what interests you in the organization.

Paragraph #2: WHAT YOU HAVE TO OFFER. Highlight areas of your skills, experience and accomplishments that relate directly to the job description and qualifications. Tip: take a piece of paper and draw a line down the center lengthwise. On one side, write down all the job duties/responsibilities, qualifications and personal qualities stated in the job description. On the other side of the page, write examples of how you have developed, or can demonstrate the skills and knowledge listed. Base the writing of this paragraph on this list. DO NOT apologize for areas in which you are lacking. DO suggest ways in which you can acquire the necessary skills if appropriate. Whenever possible, use the employer’s own words from the job description. Document your qualifications by themes and prove points by using examples.

Paragraph #3: WHY YOU WANT TO WORK FOR THIS COMPANY. This is your opportunity to demonstrate that you have researched the employer, and to communicate what you know about the organization.

Paragraph #4: FOLLOW UP. Close your letter in a professional and respectful manner by thanking them for their time and consideration of your application. Invite them to contact you to arrange a convenient time for an interview; or indicate how you will follow up on your application – whether by phone or email – to discuss your qualifications.

Sincerely,

Your Name

Attachment\