|  |  |
| --- | --- |
| Form 4 | Template Cover Letter |
| **Name**Home address, City, Province, Postal codeTelephone | e-mail address |
| (Add your info here, then delete row above) |
| Date |
| (Add your info here, then delete row above) |
| Contact’s first name and last nameContact’s Job titleCompany nameStreet AddressCity, Province, Postal Code |
| (Add your info here, then delete row above) |
| Dear Ms. / Mrs. / Mr. Employer Last Name:* Use a formal designation (Ms. / Mrs. / Mr.) to address for the person.
* If you are not sure what to use, call the organization and confirm.
 |
| (Add your info here, then delete row above) |
| Re: Name of position applying for |
| Re: (Add your info here, then delete row above) |
| Paragraph 1 – Introduction* Use this paragraph to introduce yourself and to get the attention of the employer.
* Use a professional tone, polite language, short sentences, and bullets.
* Say something about the company that shows you have done some research about them.
* State why you are applying for the job, how you found out about it, when you are available.
* Say something about the company that you like and indicate the type of positive contribution you can bring to the team.
 |
| (Add your info here, then delete row above) |
| Paragraphs 2 and 3 – Description* This is the main body of your letter
* Highlight how your qualifications match the position
* Give a specific example of a past achievement related to the position
* Mention a relevant award or recognition you have received
* Convince the employer you would be a valuable addition.
 |
| (Add your info here, then delete row above) |
| Paragraph 4 – Closing* Reinforce your desire to be part of the organization, and politely request an interview
* End with an action statement, that says how and when you will follow up e.g., by calling or by asking to meet.
* However, if the job posting says not to call or e-mail, respect their wishes.
 |
| (Add your info here, then delete row above) |
| Sincerely,(Signature)First Name Last NameEnclosure: Resume |
| (Add your info here, then delete row above)Enclosure: Resume |