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| Form 4 | Template Cover Letter |
| **Name** Home address, City, Province, Postal code Telephone | 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 name  Contact’s Job title  Company name  Street Address  City, 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 Name  Enclosure: Resume | |
| (Add your info here, then delete row above)  Enclosure: Resume | |