Business Letter Format

Your Full Name
Your Street Address
City, Province, Postal Code
Your Phone
Your Email

Date

Employer’s Name
Employer’s Title
Company Name
Company Address

Salutation:

Subject Line

Paragraph 1 – Introduction

Paragraph 2 – Body

Paragraph 3 – Body (optional)

Paragraph 4 – Closing

Complimentary Closing,

Your Signature
Your Name Typed

Enclosure or Attachment

Be consistent with your heading format and style on both your resume and cover. This creates a professional package.

Eg. June 23rd, 2014

Use a formal salutation followed by a colon. For example: Dear Ms. Jones:

Quote a competition number or job title here. For example: Re: Front Desk Position

Use a formal and polite closing followed by a comma. For example: Sincerely,

Use if you are attaching or enclosing your resume or other supporting documents. Eg. References, portfolio, work samples

* Letters should be in block style – aligned left with no indents in body of letter.