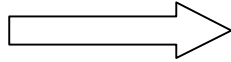


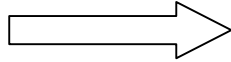
Business Letter Format

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



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

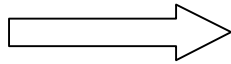
Date



Eg. June 23rd, 2014

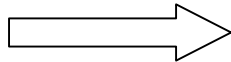
Employer's Name
Employer's Title
Company Name
Company Address

Salutation:



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

Subject Line



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

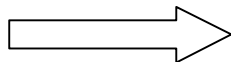
Paragraph 1 – Introduction

Paragraph 2 – Body

Paragraph 3 – Body (optional)

Paragraph 4 – Closing

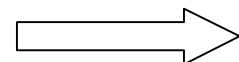
Complimentary Closing,



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

Your Signature
Your Name Typed

Enclosure or Attachment



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.**