

Your First Name (Commonly used name if different) and Last Name

Phone # <use one with a professional voicemail>

Contact Info: Address (*optional*), City, Province, Postal Code <include country if applying internationally>

E-mail <must be professional>

Website or customized LinkedIn <may be suitable depending on your profession>

Month, day, year

First and Last Name of Contact Person <if available>

Contact Person's Job Title

Company Name, Street Address

City, Province, Postal Code

Re: Application for <Job Title>; Posting # <listed on posting>

Dear <First name> <Last name>:

Paragraph #1: WHY YOU ARE WRITING. Indicate the position you are applying for and where you heard about the opportunity, (*online posting, referral, etc.*). State one or two strong sentences about the benefits you bring to the employer and what interests you about the organization.

Paragraph #2: WHAT YOU HAVE TO OFFER. Highlight your skills, experience and accomplishments that relate directly to the job description and qualifications. Tip: use your T-chart as a tool: on the left side, you will have listed all the job duties/responsibilities, qualifications and personal attributes stated in the job description. On the other side of the page, use your examples of how you have developed, or can demonstrate the skills and knowledge listed. Select about 3 key areas to highlight in this section. DO NOT apologize for areas in which you are lacking; instead, focus on what you do have or suggest ways in which you can acquire the necessary skills if applicable. Whenever possible, use key words from the job posting and job description. Remember to prove your points by providing relevant 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, and how your values align. Tip: The "Mission, Vision and Values" or "About Us" section of the website is a great place to start.

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

