

# Personal Business Letter — Sample Cover Letter

## Full-Block Style, Two-Point Punctuation

Start letter approximately 2" from top of page

### Return Address

Address or Box Number  
Community, Province Postal Code (leave 2 spaces between Province and Postal Code)

### Date

September 28, 2012

2x

4–8x (depending on length of letter: for short letters use more space to fill the page; for longer letters use less space to fit on one page).

### Inside Address

Employer's Name  
Position Title  
Company Name  
Address or Box Number  
Community, Province Postal Code

2x

Two-Point Punctuation

### Salutation

Dear Mr./Mrs. Last Name: (write to a specific person, avoid "Sir/Madam")

2x

Get right to the point. Inform the reader that you are interested in applying for a specific job; perhaps mention how you found out about the position. Briefly detail your qualifications as they relate to the job description. You may also include what you know about the company and why you would want to work there.

2x

### Body

Explain why you are an ideal candidate for the position based on your education, experience, or interest. You should highlight any experience that relates to the job, including previous work history, participation in school activities, and volunteer work.

2x

Indicate to the reader that you are enclosing a resume or application form. Employers are also interested to know if you have a professional portfolio available to demonstrate your job skills.

2x

Express excitement about the opportunity as you request an interview, and let the employer know you will follow up to set an appointment.

2x

### Complimentary Closing

Sincerely,

### Handwritten Name

*Your Name (first and last)*

4–8x (depending on length of letter)

### Writer's Identification

Your Name, Job Title

2x

### Notation

Enclosure