

[Person's Name]

[Person's Career]

☎ [Person's Phone Number] ✉ [Person's Email]

[Insert City/Country]

[Insert Date]

[Company they are applying to]

[Company Location]

RE: [Role applying for] [Duration]

Dear Hiring,

In reference to your posting on your website [Company], [Company Location], I am pleased to send you my attached resume for consideration.

As you will see in my resume, I have a perfect match with your required qualifications as follows:

- Talk about the person's education
- i.e. [I am pursuing a Bachelor's degree from the University of Western Ontario. Registered in a formal co-op program.]
- When the job starts
- i.e. [Will have completed 3rd year of a 4-year program in April, 2025. Available to start Co-op employment for 16 months in May, 2025.]
- Experience and skills but in two bullet points
- i.e. [Have over 3 years of relevant technical support and software engineering design/programming experience, C++
- Working knowledge of Linux and Microsoft Windows development]
- Talk about soft skills and interest in the company
- i.e. [Strong Software Engineer in coding, testing and fixing bugs by successfully completed and delivered several software engineering projects (see resume for details).
- Strong communication, flexibility, problem solving and self-starter, and working knowledge of MS Office (Excel, Word and PowerPoint).]

Thank you for your consideration.

Sincerely,

[Person's Name]