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| [Phone]  [Email]  [Address]  [Website] | Your Name Surnameassistant manager | |
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| «companyName» | Dear hiring manager | |
| «Date»  «Address»  «City» «Province», | While viewing job postings on WaterlooWorks, I was excited to come across your request for a «Position» and I am very interested in the position as well as in «companyName».  I am a «adj1», hard-worker who has always loved problem solving and collaborating with others on projects. I believe my strong «char1» skills and eagerness to learning new skills will make me the perfect addition to your team. I have a strong background in and passion for technology as shown in my many projects and experiences outlined in my resumé.  «companyName» has a strong reputation for its uniqueness, «trait1», and «trait2». I am drawn to the positive culture of the company and I am excited to work together to achieve «companyName»’s goals.  Thank you for your time. It would be a pleasure to speak with you further and discuss this opportunity with «companyName». I look forward to hearing from you soon.  Sincerely,  [Your Name] | |