Ahmad Moneer Holpa

1755 Riverside Drive

Ottawa, Ontario

K1G-3T6

Date:-----------------------

Name of Contact:------------------

Title:--------------------

Name of Company/Organization:

Full Address:

Dear Mr./Ms.

**Opening Paragraph**: State why you are writing. Specify position or type of work for which you are applying. You should mention how you heard of the opening (this is of great interest to the employer). Briefly state why you would be a good candidate for the position.

**Middle Paragraph**: Using specific examples, relate your skills, interests, knowledge, and abilities to the needs of the employer. You can point out relevant training, education, and employment; elaborate on your courses; your field work if appropriate; highlight extra-curricular and volunteer experience. This section must be specific and tailored to the position, and is not meant to be a summary of all of your experience and qualifications.

**Third Paragraph**: This section must also be tailored to each employer. Explain why you are interested in working for the employer based on your research, specify your reasons for wanting this type of work, try to convince the employer of your ability, suitability, and interest.

**Closing Paragraph**: Use an appropriate closing to pave the way for an interview.

Best regards.

Signature

Ahmad Moneer Holpa