*FirstName LastName*

647.555.555 | [youremailaddress@gmail.com](mailto:youremailaddress@gmail.com) | Toronto, ON | [www.linkedin.com/in/YOURPROFILE](http://www.linkedin.com/in/YOURPROFILE) 

Hiring Manager’s FirstName LastName Date

123 Avenue Street, Suite 456

416-567-8910

firstlastname@companyname.com

Dear [Hiring manager name],

**Opening Paragraph** (1 paragraph) | Start by stating the job you are applying for, how you learned about the role, an introduction about yourself, and a brief statement or “hook” as to why you are the best candidate for the position.

**Body - Skills** (1 paragraph) | Present 3 of your top skills (job-related), which usually include your areas of expertise and main qualifications for the job. Refer to skills and strengths you have previously identified in the cover letter worksheet and other in-class activities. Include relevant and measurable accomplishments in each skill that you list. You may use the STAR method from the Interview Skills workshop to highlight specific key accomplishments.

*In 3-4 sentences explain:*

* *Why you want that particular position and company, motivation to apply - tie in your experience DIRECTLY to the job and company*

*In 5-6 sentences explain:*

* *What are the top 3 skills the employer is asking for? Look at the points on the job and discuss why you are a good fit. Turn the points on the job posting into accomplishment statements.* 
  + *Statement one: job posting skill or requirement you possess.*
  + *Statement two: where you obtained that skillset*
* *What are the top 3 accomplishments that back up your skill set for the role- explains this*
* *What are top 2-3 qualifications you have in relation to the role*
  + *How have you demonstrated this skill in the past*

*Body - Training and education | In 2-4 sentences, discuss how your recent training prepared you for this role, including key courses or projects that are relevant to the role.*

**Closing (1 paragraph)** | The closing of your cover letter should be used to reiterate your interest in the position, thank the hiring manager for their time and mention any attachments (resume, portfolio, samples). Keep the closing professional, and include what you would like to happen next. For example: “I look forward to finding out if I’m a match for this position.”   
- Add a call to action

Sincerely,

*Signature*

*Printed Name*

*FirstName LastName*

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Hiring Manager’s FirstName LastName Date

123 Avenue Street, Suite 456

416-567-8910

firstlastname@companyname.com

Dear [Hiring manager name],

*It was very exciting to find out about the role as Junior Data Analyst at (company) which I found on your LinkedIn job posting. I am the best candidate because my previous professional development training in the Junior Data Analyst program provided me with sufficient knowledge and skills which is essential for this job position.*

*As someone who is passionate about (name the industry of the company), this company would be an excellent fit for my interests and skills. (company name) stood out to me in particular because (insert specific reason why this company). I noticed your company values (insert values) which are characteristics and skills I have gained (insert where you gained those values/skills from).*

*My experience is well suited to this position as I am skilled in the following areas: (the below should be relevant to the job posting)*

*· Dataset analysis using Microsoft Excel, Azure and IBM Cognos Analytics*

*· Data visualization, Data Cleaning, Data Wrangling*

*· Manage databases using SQL*

*· Coding with PHP, HTML and Python and techniques for problem-solving.*

*I’ve also experienced working on a project to develop a system that utilizes fingerprints for managing employee attendance and as a result, together with my team, we have accomplished significantly reduced time in recording attendance as well as improved accuracy of attendance records. This has allowed me to effectively demonstrate my technical skills effectively.*

*I bring many other skills to my work including reliability, optimism and approachability. I enjoy communicating and collaborating with new people and sharing my interests****.*** *This has translated to maintaining a good relationship in the workplace as well as relevant and timely job output.*

*Thank you for receiving my application including my resume. I am eager to learn more about the company and contribute to facing challenges towards the success of the company and the Junior Data Analyst role. I look forward to finding out if I’m a match for this position.*

*Sincerely,*

*Signature*

*Printed Name*