

# Your Name Here

City, Province, Postal Code

(519) 888-8888 | email@conestogac.on.ca

LinkedIn: link | Other Links i.e.. ePortfolios

Month Day, 20XX

(Hiring Manager Name or Department, if known)

Company Name

Company Mailing Address (you may need to google this)

**RE: (the position you are applying for)**

Dear Hiring Manager, (if you do not know, call to find out)

**Introduction Paragraph:** What job are you applying for? Where did you hear about or find this job? Why are you interested in this role (what you do you find interesting about the role or company)? What do you have to contribute? What problem can you solve? ***DO NOT TALK ABOUT WHAT THE COMPANY CAN DO FOR YOU!***

**Supporting Paragraph (technical/related experience/education):** What are your top qualifications as they relate to the job? Make sure you include detailed stories or proof that you have applied or demonstrated these skills. Use key words/requirements from the job posting to match the employers needs. Example: *I have practice experience in C++ and C# development and have applied these languages to several academic and personal projects during my diploma. I am currently developing a multi player game application using C++ called "Learning4x4" where uses can present academic information or presentations in a game format. I have been using a variety of online resources and help from other professional to trouble shoot any issues and stay informed on any updated that will help improve this project. As the newest member of your team, I would be sure to apply the same creative energy and problem-solving skills to any project I am tasked with.*

**Support Paragraph (soft skills/other experience/education):** What attitudes, soft skills, habits do you have that are a good fit for this role? Think about the qualities that make a person in this role successful, do you demonstrate these? Example: *I am currently working part time at Walmart as a Customer Service Associate. This position requires me to think fast and communicate effectively to help customers. I use strong listening skills to determine what the customer is looking for and a friendly attitude to direct them to the correct location or service in store. I believe these are important skills to have while working at your company because this role requires regular inaction with both coworkers and clients.*

**Closing Paragraph:** Thank the reader for their time. Clearly restate why you are interested in this role – what you bring to the employer. **Why should the employer hire you?** What makes you the BEST candidate? Suggest or ask for an interview and let the employer know how they can contact you.

Sincerely,

Your Name