

FIRST NAME LAST NAMEprofessionalemail@gmail.com | 514.123.4567[LinkedIn](#) | [GitHub](#)

Date of application

First Name Last Name of contact person

(If you are sending this to HR include that person's name here)

Position/Title (e.g., Hiring Manager/Supervisor)

Name of company/organization

Company mailing address

City, Province Postal Code

Subject: Name of Position (Reference Number, if provided) with Company*For example: Re: Java Software Developer with Ericsson Canada Inc. (Offer: 1234)*

Dear [Ms. or Mr. Last Name],

(Address this to the person you are responding to or the person you will be reporting to. If you cannot find the name address it "Dear Hiring Manager," "Dear Hiring Committee" "Dear Human Resource Manager"). Avoid using the generic term "To Whom it May Concern")

Introduce what position you are responding to and why you are interested. You can include your field of study and what year you are in if you think this will add value. You want to create a rapport and grab the reader's attention for them to want to read on. The first paragraph must grab the reader's attention and concisely show why you are interested and the right person for the position.

This body tells the reader why they should select you over the other qualified candidates. The goal is to make an explicit link between what the employer is looking for and how you are going to help them meet that need with the skills and qualities that you can bring to the role/position/company. Talk about what you can do for the employer, not what the employer can do for you. Select a few broad categories that best match what the employer needs and wants. This paragraph should be based on the position description in the posting, and how you will be able to meet the requirements (backed-up with clear, concise, impactful examples). You can add a few things like your willingness to travel, relocate, any relevant training or course you are learning that would be important for the employer to know.

Your final paragraph should express your interest in the company and thank the reader appropriately. **Wrap it up with a call to action.** Inform the reader that you look forward to an interview to further learn about the opportunity and to discuss your interest in the role.

Sincerely,

First Name Last Name