

YOUR NAME

Phone ◇ City, Province

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Cover Letter

Date June 18, 2023

Full Name of hiring person (First & Last Name)

Person's title

Company Name

Full Address

City, Province, Postal Code

RE: Position title that you are applying to

Dear Mr./Mrs./Ms./ Dr. Last Name:

Focus is on THEM (company & technology & job). Research and show your knowledge of the company. Based on what you have learned about company, describe WHY you are interested in the COMPANY & JOB and why you are a GOOD FIT

Focus is on YOU & HOW YOUR technical skills match the job requirements. You must provide specific examples to prove your technical competencies. Use examples from your technical work/project experience, some of which may be on your resume.

Focus is on YOU. You may choose to describe a different set of technical skills than in the 2nd paragraph or to elaborate on transferrable skills relevant to the position. You may also combine technical experience and transferrable skills in any of the paragraphs of the cover letter body. Remember to provide specific examples to show how you have developed these transferrable skills.

Focus is on US (you and company). Restate your interest in the company; summarize how you make a good fit with the employer's needs; and request an interview. Indicate how the employer can reach you via the SFU Co-op office. Finally, thank the employer for their time and consideration.

Sincerely,

Sidharth Singh