**Your Name**

Your Address

Your City, BC

Postal Code

Your Telephone Number

Email Address

Month Day, Year

Name of Hiring Person

Name of Company

Address of Company

City of Company, Province

 **RE: Job Posting # or name of the position advertised**

Dear Name of Hiring Person,

State your purpose for writing. Tell about how you learned about the job and why you are interested in it. What about the job or company appeals to you?

Emphasize your knowledge, experience and skills that make you the best candidate for the job. Highlight the top points that they will find in your resume but don’t repeat resume word for word. Show that you have researched the company and why you might be valuable employee or a good fit with the company.

Describe in positive language what you would like to happen. if you are going to follow up with them, tell them how and when. If you are responding to an advertised position, include a statement such as “I look forward to meeting with you to discuss what I can offer your organization.

Sincerely,

Your Name

Your Contact number