**Your Name**

Your Address

Your City, BC

Postal Code

Your Phone Number

Your 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 job that you are applying for

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. Show that you are knowledgeable of their company. Tell them what about the job or company appeals to you?

I would bring to your company a broad range of skills including;

* List top experience, skills, training or knowledge that apply to that particular job
* Don’t repeat word for word from your resume but give them an idea what they will find

Tell them that you have enclosed or included your resume for them to review. Tell the what you would like to happen and that you look forward to hearing from them.

Sincerely,

Your Name

Your Phone Number