Your Name

Your Address

Your City, BC

Postal Code

Your Phone number

Month Day, Year

Name of Hiring Person

Name of Company

Address of Company

City of Company, Province

Dear Recipient Name:

**First paragraph** (Keep your paragraphs short.)  
Tell the reader why you’re writing. If you’re interested in a specific job, say why. Say how you heard about the job if appropriate, e.g. “My neighbour, Leslie Shewchuk, is your office manager and she told me about the position.” Let the employer know that you’re familiar with the organization.

**Middle paragraph**Avoid listing facts from your resumé. Instead, explain why you’re good fit for the job and how your skills and experience match those in the posting. Highlight any key experience (including volunteer or school experience) that qualifies you for the position.

**Last paragraph**Tell the employer that you have enclosed a resumé or application. Offer to provide additional information, if needed. Close by saying that you’re available for an interview or to discuss other opportunities. Give a phone number where you can be reached.

Sincerely,

Your Name