Cover Letter Template

Your first and last name
Your street address
Your city, province *(abbreviated)*, postal code
Your phone number
Your email address

Who you are writing *(Mr./Ms./Mrs.)* first and last name
Person's title *(If you don't know, use Hiring Manager)*
Company's name
Company's street address
Company's city, province *(abbreviated)*, postal code

Today's date *(month, day, year)*

Dear *(Mr./Ms./Mrs.)* last name: *(If you don't know, use Dear Hiring Manager:)*

(State the job you are applying for and where you saw it advertised. Express your enthusiasm for the company and the job.)

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_____

(Explain how your skills, experiences, and education make you a good candidate for this job.)

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(Thank the manager for considering your application. Ask for an interview and give contact information.)

_____
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_____
_____

Sincerely, *(Best regards, Respectfully, or Thanks, are also okay.)*

Your handwritten signature

Your typed first and last name