**YOUR Letterhead**

(Open your résumé and paste your letterhead here)

Date of Letter

Employer’s Name

Employer’s Title

Company Name

Company Address

Company City, Province, Postal Code

Dear Mr. / Ms. (Name of Employer)

**Introduction:** Explain why you are writing. Name the position for which you are applying and how you learned about the opening.

**Body of Letter:** Explain why the person should want you as an employee. Refer to your résumé, highlighting the major qualifications that relate to the position for which you are applying and how they can benefit the employer.

**Closing:** Express your enthusiasm and appreciation for the person’s attention to your application, and request a personal interview by having them call you at (add your phone number here).

Sincerely yours

Your Name Typewritten

Enclosures (indicates your résumé is included with your cover letter)