

Sample – Basic Cover Letter # 1

(Heading)

Your name
Your address
City, province
Postal code

(Date)

Without abbreviations

(Inside Address)

Name of person
Title
Name of company
Address
City, province
Postal code

(Greeting)

Dear Mr. or Ms. person's last name:

Opening Paragraph

Identify how you have come to be contacting them and specify the position or type of work you are interested in.

Middle Paragraphs

Communicate your knowledge of the company/division/department/position to demonstrate clear interest and research undertaken. Link your relevant skills and abilities as demonstrated through school, volunteering or on-the-job experience to show how you can make a valuable contribution.

Closing Paragraph

Express gratitude. Clarify an action to move this to the next stage, preferably your action.

(Closing)

Closing line,
(signature)
Typed name

(Enclosure line)

If additional material such as resume is sent concurrently, indicate so here