

Sample – Basic Cover Letter # 2

(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:

Paragraph 1:

Touch on who are you – something that gets the reader's attention. Why are you writing? (Did someone refer you? Did you read an article about the company? Did you see a job advertisement?) What attracts you, specifically, to this company/division, etc? What is it you want at this time? Your purpose for writing?

Paragraph 2 & 3:

Showcase your knowledge of the company and what is important to them and their business success. Highlight what you have done that demonstrates that you can contribute to this company's business objectives. Bridge your accomplishments and/or experience to what the company would see as valuable and attractive. Match your specific competencies to a particular job or role.

Paragraph 4:

Outline an action, indicating how you will follow up.

(Closing)

Closing Line
(signature)
Typed name

(Enclosure Notation)

If additional material is sent concurrently