Your Name  
Your Street Address  
City, Province   Postal Code  
Phone #  
  
Date   
  
Employer’s Name  
Employer’s Title  
Company Name  
Street Address  
City, Province   Postal Code  
  
Salutation (Dear Mr./Ms.:)  
  
**RE:  Position of…**  
*Paragraph 1*

* tell why you are writing
* name the position for which you are applying and tell how you learned of the opening
* tell the reader you have enclosed a resume

*Paragraph 2*

* connect your skills and experience to the needs of the job/employer
* demonstrate how you are qualified for the job

*Paragraph 3*

* organizational/company research
* willingness/interest in meeting with them
* invite further contact or ask for an interview

*Paragraph 4*

* closure
* thank them for their time and consideration

Complimentary Closing (Sincerely, / Yours truly,)  
  
(leave 4-5 blank lines and write your signature in blue/lack ink)  
  
Your Name (typed)  
  
Enc.