Your Address

City, Province Postal Code

Email address

Phone number

Month, Day, Year

Name of Contact Person

His or her position/job title

Company name

Company address

City, Province Postal Code

Dear Name of Contact Person:

Tell the person why you are writing a cover letter. Explain how you heard about the job, whether you heard from a friend, an advertisement, or otherwise. This is especially important if you’ve been referred by a mutual acquaintance as it shows you have a connection to the company. If you heard about the job from an advertisement or online search be sure to explain where you found the information and provide any reference numbers contained in the advertisement.

Provide an overview of your skills and experience. This is where you pick the most relevant elements from your resume and highlight them- sort of like a sneak preview. Pick the top 3 characteristics that make you stand out as a candidate, and support your statements with concrete examples. You resume will fill in the details.

Describe why you want the job. Explain your attraction to the job, the firm or even the industry. Let them know you know something about their firm. Focus on why the job would be a good match for you and how your combined skills, experiences and interests would make you a perfect candidate.

Conclude your letter by restating your interest in the position. Mention your enclosed resume and confirm your contact details, in particular your phone number and email address. State your willingness to meet for an interview.

Sincerely,

Sign your name (use font that looks like handwriting)

Type your name

#67 12345 60 Avenue

Surrey, BC V3R 1N6

Mann1997@hotmail.com

June 24, 2005

Ms. Mariah Rylanda

Human Resources Coordinator

ABC Software Management Inc.

PO Box 6191

Calgary, Alberta

Dear Ms. Rylanda

I was very interested to see your advertisement on vancouverjobshop.ca for the position of Help Desk Support Agent. My personal career goal is to work for a progressive, growing company such as yours, providing software support and network administration. When I reviewed your website, I was intrigued by your focus on creating software products for the forest industry. Having worked in the pulp mill in my home town for three summers, I am enthusiastic about software that can improve the efficiency of forestry operations and would like to apply my computer programming background in the industry.

Throughout my career, I have demonstrated an ability to meet organizational objectives and demands. I work well with other individuals and as such have been promoted to supervisory positions and given greater responsibilities. My education and work experience have exposed me to many aspects of the computing industry, including networks, technical support, web page design and programming. I am currently working toward my CCNA and A+ certifications as I feel it is important to keep my industry knowledge up to date.

As I researched your company, I became excited about the possibility of working for ABC Software Management, Inc. and providing support for your programs. In addition to my strong technical skills and my forestry experience, I can bring excellent communication skills, analytical, and problem-solving skills to this position.

I have attached my current resume for your consideration. I would be happy to have a preliminary discussion with you to see if we can establish a mutual interest. If my skills match your anticipated needs and you would like to schedule an interview, please call me at 604-896-0093 or email me at Mann1997@hotmail.com. I will be available at your convenience.

Sincerely,

Taran Mann

Taran Mann

1590 Ridgewood Court

Burnaby BC V5N 3X4

stephaniejames@hotmail.com

May 16, 2015

Mr. Russell Wade

Human Resources Manager

East Side Eatery

123 Main Street

Burnaby BC V5C 3T7

Dear Mr. Wade:

I am interested in the position of Counter Server at East Side Eatery as described to me by friend Wayne Hunter who works as Line Chef in the Kitchen at East Side Eatery. I think my background and your requirements will be a good match. My resume is enclosed for your review.

In my most recent position as a Valet Parking Assistant, I demonstrated a professional, friendly and competent manner towards customers and was commended for providing exceptional customer service. I have also been involved in many volunteer projects, such as collecting food donations for the Surrey Food Bank and preparing meals for people in need. The skills I have developed with these experiences will definitely benefit your establishment by ensuring competent and pleasant service for your customers. I will work very hard to ensure that every customer has a pleasant dining experience at East Side Eatery.

I am particularly interested in this position, as I have been to your restaurant many times and always enjoyed the focus on customer service. I would like very much to be part of your energetic and dedicated team. If you require any additional information, I can be reached at 604-765-4321 after 5pm. Thank you for taking the time to review my cover letter and I look forward to having the opportunity to discuss how my skills and experience will meet the needs of your company.

Sincerely,

Stephen James

Stephen James