# Your First and Last Name

Address **Phone: 604-555-5555**

City, BC Postal Code **Email: Canadian email address**

**\***Use the same letterhead as your resume

Current date (January 1, 2025)

Name of Company/Organization

Address

City, Province Postal Code

**Attention: Hiring Manager**

**Re: Position Title – Competition # (if available)**

First Paragraph

Try to start with a sentence that grabs attention.

Describe your interest for the company or the position.

Middle Paragraph(s) (either one or two paragraphs)

Point out your skills, experience, education, training and/or attributes that are related to what their requirements are.

Do not copy sentences directly from the resume.

Do not say, “I would like a position so I can gain experience in my field”. Please focus on what **YOU** can **DO** for the employer.

Third Paragraph

Make a specific request for an interview and indicate how you can be contacted.

Close by saying “Thank you for your time and consideration.”

Sincerely,

(Your handwritten signature required if faxing, mailing or dropping off in person)

Type your first and last name here