

Today's Date

Manager's Full Name
Hiring Manager
Company Name
Company Address

Re: Job Title – Job Reference Number

Dear _____, (Hiring Manager's Full Name)

The first paragraph is an introductory paragraph. It explains where you found the ad and the position and reference number. You may wish to also express some enthusiasm for the position you are applying for.

The second paragraph has a "hook" to entice the reader to continue reading your letter and ultimately read your resume. It also explains why they would want to hire you over somebody else from the huge pile of cover letters sitting before them. You should not simply repeat what is written in your resume, however you may wish to emphasize the aspects of your skills/experience that are most relevant to the position you are applying to.

The third paragraph thanks them for taking the time to read your resume and to please contact you at _____ (phone number) for an interview with you at their earliest convenience. You may suggest that they read your resume, which further outlines your skills and experience.

Yours truly,

Your Signature

Your Name
Your Phone Number
Your Address
City, Province, Postal Code