Sample Student

Street Address

City, Province, Postal Code

(555) 555-1234

[sample.student@flemingcollege.ca](mailto:sample.student@flemingcollege.ca)

Current Date

Name of Hiring Manager

Position

Name of Company

Street Address

City, Province Postal Code

Dear (use proper name whenever possible, check spelling, only use Dear Recruiting (or Hiring) Manager if you absolutely have to)

State how your attention was drawn to the company (i.e. website, referred by someone etc.), include the job title and competition number if applicable. Remember companies may hire for several positions at the same time. Capture their attention by showing research you completed about the company, or what it is about their organization that capture your interest. Your objective is to make them want to keep reading. Be cautiously creative! **(This section is usually one paragraph in length.)**

Identify what skills, knowledge and abilities you have that the employer has asked for in the job posting. Point out what relevant education, training, volunteer and work experience you have that will demonstrate those skills and link them to the employer requirements. Demonstrate that you have researched the company’s needs and you are qualified. Be professional and friendly.

Explain why you want to work for the employer and show your enthusiasm. Demonstrate that you are unique from other applicants. Address the employer’s needs and why you feel you will successfully manage their challenges. Organize the contents of the above paragraph in a manner that best demonstrates your qualifications and attributes using evidence based statements and/or examples**. (The middle section can be one to three paragraphs.)**

In the final paragraph thank the reader and urge them to continue the correspondence. Request an interview. Clearly state how you can be reached and include a reliable phone number or email address. State that you follow up the application package and give a date when you will call them – then be certain that you do! **(This section is usually one paragraph in length.)**

Sincerely,

***(Don’t forget to sign your name here)***

Your typed name here

Encl. Resume