

Your Name
Street Address
City, Postal Code
Phone Number
Email Address

Date

Name of Person who is Hiring **(If you don't see this name on the Job Ad, call the company and ask who to address your cover letter to!)**

Company Name
Street Address
City, Postal Code
Phone Number
Email Address

RE: Application of Employment for the _____ (Position Title) (Add Competition number if required)

Good Afternoon _____,

My name is _____ and I would like to submit my application for the _____ position with _____ (Company Name). I came across this role on Indeed and I was immediately interested in this exciting opportunity because I have been involved in the human services and career and employment realm for the past ten years. Additionally, I am a resident of Fort Saskatchewan and am passionate about bringing employment programs to my community.

(Your first paragraph should always introduce yourself, how you came across the position and what you can bring to the position. Sell yourself!)

I am an organized, hardworking, punctual individual who has been involved and employed within the _____ sector who is extremely passionate and supportive to assist

_____. I feel I would be a strong candidate for this position as I have an educational background or experience in

_____. I am a collaborative, problem solver with strong _____ skills and a confident user _____.

Due to my knowledge of _____, I truly feel that I could excel in this position with _____

(Company Name) within the _____ (Job Title) role.

(The second paragraph of your cover letter should be you reiterating all of your skills that are directly related to the role you are applying for. Know your skills, know the role and tell the employer why you'd be a good fit!)

I have attached my resume and references to accompany this letter for you to view at your earliest convenience. If you should have questions, concerns, or wish to contact me regarding my application you may reach me via email at _____ (your email address) or via cell phone at _____. Thank you so much in advance for your time and consideration. I sincerely look forward to hearing from you regarding this exciting opportunity.

(The final paragraph is a formal closing, how do they contact you and thank them for their time and consideration.)

Kind Regards,

Your Name