

Your full name
Current address
Telephone number
Email address

Current date

Full name of person receiving application
Title or department
Name of the organization
Address of the organization

Re: Job title / Competition number / Potential employment opportunities

Dear name of contact person / Madam or Sir / Hiring Committee / To whom it may concern:

Your opening paragraph states the reason why you are writing: where you have learned about the opening (online, newspaper, recruiter, etc.), the position that you are seeking and why you are a strong candidate. If you are inquiring about a position that is not currently posted, indicate the type of position you are seeking and ask about when or if it would become available. If someone has referred you to the organization, this is a good place to mention it.

Your second paragraph demonstrates your interest and knowledge of the organization and outlines why you would like to work for them. You can use what you have learned through research about their organization and core values.

Your third paragraph highlights your education, experience, skills, achievements, personal characteristics and/or professional goals. Illustrate these qualities by presenting examples taken from your past professional experiences. Use examples that relate to the job you are applying for to show how you will contribute to their organization. Ensure that you highlight different qualifications from your resume and avoid repetition.

In your fourth paragraph, reiterate your interest in the organization and your desire to meet with them to further discuss your qualifications. You may indicate that you will contact the company by telephone or email at a specific time to follow-up on your application, but make sure you respect your engagement. Conclude by thanking the reader for his or her time and consideration.

Closing line (ex. Sincerely / Regards)

(Your signature)

Full name typed

Encl. List all documents you are including with your cover letter