

Your Name

Your Phone Number

Your Email

Your Postal Code and Location (City, Province)

Date

Hiring Manager Name

Company Name

Company Address

City, Province, Postal Code

Dear **[Hiring Manager's Name]**,

**Opening paragraph:** State the role, top qualifications, and interest in the company.

**Middle paragraph(s):** Expand on your relevant skills and achievements. Align yourself with the role requirements.

**Final paragraph:** Reiterate your interest and fit. Thank them for considering your application.

Sincerely,

[Your Full Name]