**YOUR NAME**

**Your Phone Number**

Your Street Address

Your City, Province, Postal Code

Appropriate Email address

Date

Receiver’s Name

Position i.e. Human Resources Manager

Company Name

Street Address

City, Prov, Postal Code

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

**Initial Paragraph** – state the position you are applying for.

 (Please accept this as my application for <Name of Position> as advertised < list how heard of job>).

**Middle Paragraph** – State some of your highlights and examples to back up these highlights. I have experience in or I am very and then give an example to back this up.

**Closing Paragraph** – Summarize qualifications and indicate mode of contact.

(I would appreciate the opportunity to discuss my credentials with you at a mutually convenient time. Thank you for your consideration.)

Respectfully Yours,

Your Name

Enclosure: resume