

# Name

(the contact information can be cut and pasted from your resume)

.....street

city, province, Postal Code

Home: (area code) phone # cell: (area code) cell #

Email: name@.....

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Tips: Avoid a lengthy cover letter – focus on the letter being clear, concise and creating interest for the reader. We recommend 1 page, with 3 paragraphs as follows:

Paragraph 1: introduction and position you are applying for.

Paragraph 2: What qualifies you for the position.

Paragraph 3: thank you, here is where I can be reached, and I look forward to your call.

date

**name** Whenever possible, find out the name of the person who will be receiving your resume. If you are including this information, it is very important to ensure accurate spelling and position title.

position title

Company.....

Street,

City, province

Postal code

Dear .....:

In response to your advertisement for a (**position**), I am pleased to confirm my interest and attach my resume for your consideration. The (position) is well suited to my skills, experience and education. For example, I bring:

- Over .... years business and marketing experience in the areas of sales, customer relations and new product launches.
- A degree in Business Administration, Marketing major, along with proficient computer skills.
- Strong Initiative with competitive nature, yet team oriented.
- An outgoing and positive personality, motivated to meet or exceed your business goals.

## Example 1 - closing

I appreciate your consideration and would welcome the opportunity to become part of the (company) Sales team.

I look forward to hearing from you! I can be reached at (area code) phone #.

## Example 2 - closing

I look forward to the opportunity of meeting you in person. Please feel free to call me at (area code) phone #. If I do not hear from you, I will call your office within a week, and trust this is satisfactory.

Sincerely,

Name