Name

Address

email

Dear **[INSERT HIRING MANAGER’S NAME]**,

Paragraph #1 (Introduction to letter)  
**a)** Regarding the **[INSERT JOB TITLE]** position currently advertised on Monster.ca, please find attached a copy of my resume for your consideration. I am confident that my educational background and work experience make me an ideal candidate for this position.

OR

**b)** Please accept the attached copy of my resume as application for the position of **[INSERT JOB TITLE] as advertised (please specify where you saw it)**

Paragraph #2 (statement of “fit” based on work experience- hard skills)Having worked within the industry for over **[INSERT YEARS EXPERIENCE]**, I have developed a wide range of skills that would meet, and exceed the expectations for the role. In my present role as a [**INSERT CURRENT JOB TITLE]** for **[INSERT CURRENT EMPLOYER]** I have had many achievements, including **[INSERT KEY ACHIEVEMENT]**.

Paragraph #3 (statement of “fit” based on work habits – soft skills)

As a dedicated professional in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ I am accustomed to working in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as well as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(meeting deadlines). [Continue elaborating on soft skills, explaining your teamwork environment, thoroughness, communication skills (could mention cultural and workplace cultural training at NorQuest)]

Paragraph #4 (Conclusion)  
I would relish the opportunity to bring this level of success to your company. If you would like to get in touch to discuss my application and to [arrange an interview](http://career-advice.monster.ca/job-interview/interview-preparation/the-phone-interview-how-not-to-mess-it-up/article.aspx), you can contact me via **[INSERT PHONE NUMBER OR EMAIL ADDRESS]**.   
  
I look forward to hearing from you soon.  
  
Yours sincerely,

**[INSERT NAME]**

<http://career-advice.monster.ca/resumes-cover-letters/cover-letter-samples/jobs.aspx>