

Your Name (*Use the same font, size, etc. as on your resume*)
 Your Street Address
 City, Province, Postal Code, Phone and Email

Date (*Month Day, Year format – have this as the date you intend to apply*)

Employer's Name (*If you don't know it, phone and get it*)
 Employer's Title (*if known*)
 Company Name
 Address

Dear Mr./Ms. (*Name of Employer, Department Head, etc. NEVER "To Whom It May Concern"*):

Re: (*Position Information*)

TELL WHY YOU ARE WRITING – First Paragraph

- ◆ Name the position in which you are interested and tell how you heard of it or who referred you
- ◆ Explain your interest in the position and the company

TELL THE EMPLOYER WHAT YOU CAN DO FOR HIM/HER (2-3 Paragraphs)

- ◆ Relate your skills and experience to the job requirements stated in the ad
- ◆ Outline your skills, strengths as they relate to the position
- ◆ Use strong, descriptive, action-oriented words
- ◆ Include all requirements listed for the position

TELL THE EMPLOYER WHAT HAPPENS NEXT – Closing Paragraph

- ◆ State your interest in meeting with the employer for an interview. Let the employer know when you will make a follow-up call if not responding to a posting
- ◆ State that you look forward to hearing from the employer – create the expectation of receiving a response (action step)
- ◆ Thank them for their time and consideration

Sincerely,

(*5 spaces to sign in*) (*2 spaces with emails*)

Your name (*Typewritten*)

North Island College

Student Employment Services
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 Courtenay, BC V9N 8N6

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