

First and Last Name

Your Address | Your Phone Number | Email

Month/Day/Year

CCRD - Department of Jobs  
123 Island Hwy  
Campbell River, BC V3M 1A2

Dear Hiring Manager or name of specific person (if known):

The first paragraph should describe your reason for writing, including:

- The position title from the job posting
- How you learned about the position
- Your interest in the position and the specific department or company

The body paragraph(s) should showcase your skills and fit for the position using:

- Your educational preparedness for specific tasks listed in the job description
- Specific examples of experiences that link to skills required in the position
- How your skills/experience meet the needs & qualifications listed for the position

The last paragraph should quickly wrap-up your letter with the following:

- Specific mention of additional documents you've submitted
- A statement about following up with the employer
- A personal thank you for taking time to review your materials

Sincerely,

*Signed Name*

Typed Name

**PRO TIP!**

1. Have at least one person read your letter before submitting.
2. Highlight specific experiences within your letter. You have already provided a resume, so avoid just restating that content.

## Formatting 101

- 1** **Avoid Templates.** "Fill-in-the-blank" templates can be challenging to edit.
- 2** **Font.** Use the same theme as your resume. Choose a standard, professional fonts (e.g. Times New Roman, Arial, Calibri), and use size 11- or 12-point font.
- 3** **Length.** Paragraphs should be 3-5 sentences in length. Your entire letter should remain on one page.
- 4** **Spacing.** Check that your letter is single spaced throughout.
- 5** **Signature.** If sending your letter electronically, be sure to insert an electronic signature. Do this by signing a piece of paper and scanning it as an image file. Otherwise, just sign your name once as typed text.

## Before You Write...

### RESEARCH

Research the office, department, and company to understand their goals and structure.

### REVIEW

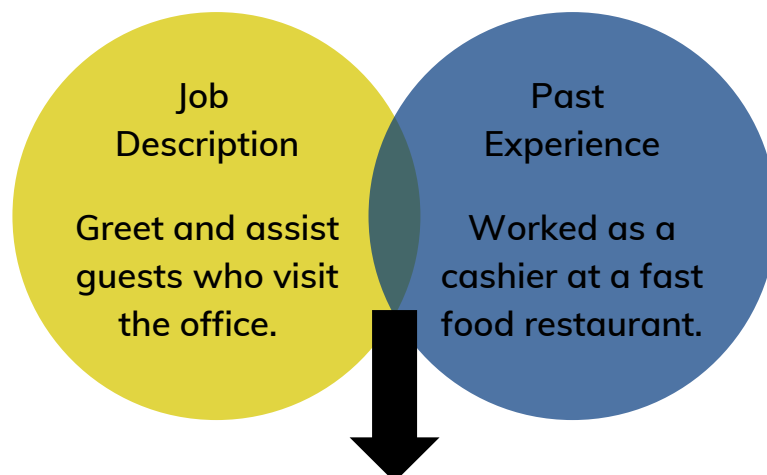
Review the job description to identify job duties that align with your previous experiences.

### CONSIDER

Consider how your own values, interests, and skills influence your interest in the particular position.

## Making Connections

When typing your body paragraphs, it is best to make direct connections between your skills and the position description.



### You could write...

During each shift at the restaurant, I greeted customers and assisted them with navigating the menu and placing their order.