

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.