

Applicant's Name
Address
Phone Number
Email

Date

Greeting

First Paragraph

Introduce yourself in the first paragraph, including:

- Your reason for writing.
- Why you are interested in the company.
- Individual that referred you to the company

Second Paragraph

In the second paragraph, highlight your skills and qualifications. Include:

- Relevant highlights from your experience that fit for this company.
- Clearly describe how the company would benefit from hiring you.
- Real examples of your accomplishments.

Third Paragraph

Use the third or closing paragraph to finish your cover letter. Mention:

- Your appreciation for the reader's time and attention.
- Your interest in meeting the employer to discuss job opportunities.
- The best way to contact you.

Signature Line

Before your name at the end of your letter, include a closing. Then insert three spaces after your closing word or phrase and type your name. If you send a hard copy, be sure to sign it. Some examples of closing phrases are:

- Sincerely
- Best regards
- Respectfully

John Doe
123 Career Place
St. John's, NL
(709) 555 5555
john.doe@email.com

April 4, 2018

Dear Sir/Madam,

I have been referred to this company by an employee of yours, Jane Jobseeker, and I wish to outline my qualifications and express my interest in working at your company. I am a hardworking and determined individual looking for an opportunity to succeed in a dynamic company such as Big Warehouse Company. I am confident that my knowledge, ability, and experience allow me to succeed in a variety of positions in any company.

I am a positive, hardworking individual who has one year of experience working in a warehouse setting. Furthermore, I am certified in Forklift Safety which would benefit me in this company. What makes me different from others is my ability to resolve workplace conflicts in an assertive, effective manner. Also, I have excellent leadership skills which I have demonstrated through my volunteer experience as a soccer coach through organizing, planning, and implementing practices and games.

Thank you for taking the time to review my cover letter and resume. I welcome the opportunity to discuss my qualifications further during an interview. I can be reached anytime at (709) 555 5555. If for some reason I cannot answer, please leave a voicemail and I will respond as soon as possible. If you have any questions or concerns, please feel free to contact me.

Sincerely,

John Doe