

Applicant's Name
Address
Phone Number
Email

Date

Manager Name
Manager Title
Company
Address

Re: Job Reference (if available)

Greeting

First Paragraph

Introduce yourself in the first paragraph, including:

- Your reason for writing.
- The position you are applying for and the completion number, if appropriate.
- Why you are interested in the position.
- Why you are interested in the company.
- How you heard about the position.

Second Paragraph

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

- Elements from the job advertisement/description.
- Other relevant highlights from your experience that fit for this position.
- 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 the job.
- 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

Bob Boss
Manager
Big Warehouse Company
St. John's, NL

Re: #12345

Dear Mr. Boss,

I am writing this letter in application for the Warehouse Attendant position at Big Warehouse Company. This position was advertised on the Indeed website. I am interested in this position because I enjoy physical labour and working with others as part of a team. Furthermore, I have heard that Big Warehouse Company treats its employees with respect and consideration.

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 position. 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