First name Surname **E-mail: email@email.com**
Address, City, Province Postal code **Telephone: 123-456-7890**

Date

Mr./Mrs./Ms. Surname (hiring person if you know it)
Hiring person's position (if you know it)
Company
Address
City, Province Postal Code

RE: Name of Job (and any Job Codes Asked for in the job posting) Application

Dear Mr./Mrs./Ms./ Surname or Hiring Manager,

Please accept this letter and resume as my application for your exciting Job Title position. My creative, high energy, glass half full personality, and extensive experience and training would provide you with a dedicated employee tackling tasks with enthusiasm (put your own description there). Your position would benefit from my expertise in (name items that are titled on the job description which you will break down and show how you do these in the body of this cover letter).

Title
My (title) experience spans over (how long), most recently working at (name of past employer) for (how long). In that position I was (job title you did) and successfully (name specific tasks you did relevant to this paragraph job title).

Expand on the above paragraph or begin the next section the job posting is looking for experience on till you've covered "everything" the employer wants in their job posting.

Title
My (title) experience spans over (how long), most recently working (where for how long). In that position I was (job title you did) and successfully (name specific tasks you did relevant to this paragraph job title).

Education
My education includes (list what you have, especially relevant to the job posting requirements).

Technology
Since (year) I've been working on (list software and hardware and level of knowledge, i.e. beginner, advanced, expert).

Language
Mention all languages you know and your skill level (beginner, advanced, expert) in verbal, written, and reading communication.

The second last paragraph should be strong listing your strengths or something you want to leave the employer with to remember you. They may be asking for certain values or personality types and here is where you can mention that.

Closing paragraph reiterates that you have the experience, training, and skills they seek and ask for an interview or are open to answering questions. I look forward to hearing from you. You can reach me by e-mail at (email) or by telephone at (phone number).

Sincerely,

First and Last Name

Tips:
1. Never point out you don't have experience.
2. To cover everything a potential employer wants to know about you I copy and paste the job posting into the body of the cover letter so I don't miss anything and delete the posting as I address each item.

3. Don’t go longer than two pages. If you do, try to shorten your sentences rather than slashing an entire paragraph.
4. If you didn’t finish a program in school don’t say its “incomplete”, instead, just say you took courses in a program.
5. I try to match my cover letter template style to match my resume so they flow.