



# How to Write a Cover Letter

Example:

---

Your Name  
Your Address  
City, ON Postal Code  
Your Telephone #  
Your Email address

---

Today's Date

Contact Name  
Company Name  
Address  
Phone #  
Fax # or email address you responded to

Dear Contact Name,

**Re: [Job position applying for]**

Enclosed please find a copy of my resume in response to the **[name of job]** position as advertised in **[where you saw the advertisement]** on **[date of ad]** 2015.

I have **[name 3 HARD skills you have]**. While working at **[name of past employer/experience]**, I **[give specific example of one of the hard skills and how you gained/used the skill]**.

I am also **[name 3 SOFT skills]**. When working at **[name of past employer/experience]**, I **[give specific example of one of the soft skills and how you used that skill]**.

I would appreciate the opportunity of an interview. Please contact me at **[your phone number]**. Thank you for your kind consideration of my application. I look forward to hearing from you soon.

Sincerely,

*Signature*

Your Name  
Encl.



# How to Write a Cover Letter

Justin Time  
123 Home St  
Toronto, ON A1B C2D  
(123) 456-7890  
Justin.Time@emailhost.ca

---

Sally Smith  
Manager  
XYZ Construction  
123 Success Road  
Toronto, ON, A1B C2D  
(905) 000-0000

Dear Sally Smith:

**RE: Crew Leader**

I am interested in applying for the position of Crew Leader advertised on the HRDC Job Bank on June 7, 2014.

I have many years of experience reading blueprints, using a variety of hand and power tools, welding, sheet metal fabrication and various construction and renovation tasks. While working at ABC Engineering, I completed many of these tasks in a fast paced environment that required me to read and understand blueprints and schematics and complete the job with minimal supervision.

I am willing to take initiative, hard working and able to work independently or as an effective member of a team. From previous experience including my time at XYZ Cartage, I have learned to take initiative to get the job done in order to satisfy quality control standards.

I would be very interested in becoming a part of your team and look forward to the opportunity to further discuss the position. I can be reached at anytime at (905) \_\_\_-\_\_\_ to schedule an interview. I look forward to speaking with you soon.

Sincerely,

*Justin Time*

Your Name  
Encl.