

Cover Letter

*123 Blue Street
Cobourg, ON K9A 5J4*

January 18, 2006

Mr. John Smith
Director of Human Resources
ABC Company
456 Green Street
Cobourg, ON K9A 3N1

Dear Mr. Smith:

Introductory Paragraph: Give the reason for the letter, name the specific position or type of employment for which you are applying, and mention how you learned about the opening.

The Middle Paragraph: Indicate why you are interested in the position and company. Also state what you believe you can do for the company and what contributions you can make to it. Point out your skills, achievements, talents and experiences that make you a good candidate but try not to use the same wording as in your resume. Refer the reader to your enclosed resume, which further explains your qualifications and experience.

The Closing Paragraph: Here you state your desire for an interview and your flexibility as to the time and place. You may want to state telephone numbers where you can be reached as well. You can also end the letter with a basic statement indicating that you look forward to hearing from the reader.

Sincerely yours,

Brandon Jones

Enclosure