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| **Applicants Name** |
| **Mailing Address** |
| **Phone Number / Email Address** |
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| Organization / Employer  Contact Person – Name and Job Title  Mailing Address with Email Address |
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| Dear Mr./Mrs./Ms. Sam Johnson, |
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| Re: Job Title and Code of Application |
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| In the opening paragraph, inform the reader of what position you are applying for, and let them know how you heard of the opportunity. This paragraph can also be the hook to why you’d be an excellent candidate for the position. |
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| In the main paragraph, the job seeker should showcase what they have to offer. Highlighting transferrable skills that align with the job description/posting, and what would ensure consideration for the role. Emphasizing a candidate’s education, work/volunteer experience, and qualifications that you pose. Showcasing honours, achievements, professional development and courses that align with the position you are applying for is essential to your success moving forward in the recruitment process. It is important to be specific and align with the advertisement. A resume and cover letter are an initial phase in the recruitment process with the goal of scheduling and interview to further discussion how you could fit into the organization. |
| In the closing paragraph, the job seeker should summarize their transferrable skills, sharing what they can bring to the organization that would make them an asset to the role and organization. The job seeker can also highlight how they connect to the organization, aligning with the company’s mission and vision. Close by informing the company on how to get in touch if successful in obtaining an interview. |
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| Sincerely, - The salutation or sign-off for closing your letter. Keep your closing simple and professional, followed by a spot for a signature and the candidate’s name.  Signature of Candidates Name  Candidates Name |