Todays DATE

Name of Company applying to

Address of company applying to

Re: Job title of job applying to and posting reference number if applicable

Dear (Name of person on job ad accepting applications),

I am applying for the position of XXX as advertised on XXX (Example: Futureworx site ) then write a sentence of two on why are interested in the role and why you feel you are a fit for the job. Be sure to reference the skills listed in the job ad that you have to offer.

This paragraph should be the main body in your cover letter. Be sure to mention your years of experience in the industry/role they are recruiting for as well as related skills and abilities pertaining to the job you are applying for.

I would welcome the opportunity to discuss in person how my qualifications and background align with your needs, and to expand on the contributions I believe I can make. Thank you for your consideration and please do not hesitate to contact me at (902) XXX-XXXX or email me at EMAIL.

Sincerely,

YOUR NAME