**[First name, last name]**

[Street Address], [City], [State or Province Intials] [Postal Code or Zip Code]

Phone - [(XXX) XXX-XXXX]

Email - [Your Email Address]

LinkedIn - [LinkedIn URL if you have one]

Dear Hiring Team,

I am writing to express my interest in the [Insert Exact Job Title from Job Posting] at [Insert Company Name. Double Check Spelling!] that you currently have posted on [list the website you found the job posting like Indeed.ca]. With a strong background in [XX start pulling key wording from the responsibly section of job posting] and a proven track record [in start pulling key wording from the requirement section of the job posting], I am confident in my ability to contribute effectively to your team.

[Now we start pulling from your experience] During my time as a [Past Position Title] at [Past Company], I performed [List a skill relevant to one of the responsibilities near the top of their list on the job posting… they list the responsibilities in order of importance in most cases], which [what impact did this task have on the company?]. I also completed [List another skill relevant to one of the responsibilities near the top of the list on the job posting], which [what impact did this task have on the company?].

I am particularly drawn to this opportunity at [Insert Company Name. Double Check Spelling!] because it will leverage my experience in [list a couple of requirements that match your skills from the job posting. Like “my experience being a team player”, or “my experience using my attention to detail”].

I am eager to bring my [List a couple more of the job posting’s candidate requirements here. For example: “strong analytical skills, attention to detail, and passion for process improvement”] to [Insert Company Name. Double Check Spelling!]. Thank you for considering my application. I am looking forward to the possibility of contributing to your team and am available at your earliest convenience for an interview.

Sincerely,

[Your Name Here]