

SENDER's name & details including address, phone number(s)

DATE

RECIPIENT/Recruiter's name, role

Company's name

Company's address

RE : State the subject/the position for which you are applying

Dear [**RECIPIENT**],

INTRODUCTION (2-3 lines maximum)

This is where you want and need to hook your reader. Let the reader know **why you are writing** and **how you can meet the needs of the reader**. Using the subject and "RE:" lines, you can include the position title at the top of your letter and then focus on selling yourself in your opening paragraph. Are you writing in response to an offer ? Were you referred to by a friend ? Did you have recent interaction with Company reps on Campus ? Do you know anyone in the company ? Indicate your anticipated graduation date

BODY (2 paragraphs maximum)

Aim to keep it concise. Show how YOU (the employer) could benefit from me (choose 2 most relevant experiences). Highlight your achievements and transferable skills (see your Venn diagramme), and underline how they make you a good candidate for the job. S-T-A-R method

Why this company/position ? Link with your research on the company's values. This is a good place to leave a personal impression on the employer => present 3 behavioral traits (at most) and how the future employer could benefit/use/count on them in the future 😊

CONCLUSION (1 paragraph)

Keep it brief. Take ownership of follow-up here. Reiterate your interest in the position. Ask for an interview or state that you look forward to meeting in person. Try something along the lines of "I will be contacting you within the next week to see when we can meet." (more assertive) or "I look forward to speaking with you to further explain what I bring to the position" (a little more subdued). "I look forward to hearing back from you" is not a call for action

SIGNATURE

ENCLOSURE NOTATION Inform your reader that your résumé is enclosed, attached, or uploaded, depending on the delivery method.