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| Date here |  |
|  |  |
| Your name here |  |
| Street address here |  |
| City/Province/Postal code here |  |
| Phone number here |  |
| Email address here |  |

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| Name of person here |
| Name of company/organization here |
| Street address here |
| City/Province/Postal code here |

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| Person you are addressing in the letter here (ex: Mr. Éric Lévesque), |

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| **First paragraph (INTRODUCTION):** Introduce yourself; explain **what** you are applying for; explain **why** you are a suitable candidate (This paragraph can be relatively short, with approximately 3-5 sentences to provide the above information. Remember that you don’t really have room to talk about all of your qualities here, so you should choose 2-3 that you think that the employer will appreciate). |

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| **Second paragraph (BODY):** Connect the 2-3 qualities you mentioned in the previous paragraph to your real-world experiences (i.e. I am punctual; in three years of hockey I have never one been late for an ice-time, and always arrive at the rink before I am scheduled to be there so that I can warm-up). You can include a sentence or two for each of the qualities you mentioned in the first paragraph, but the effect is even more powerful if you can tell the employer an anecdote/story which demonstrates those qualities; dhow, don’t tell. |

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| **Third paragraph (CONCLUSION):** Summarize the qualities that you have elaborated on in the second paragraph, and restate (in different words) why these make you a good candidate. |

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| Thank the person for their time and attention, and let them know that you look forward to hearing from them. |

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| **Sign off:** Sincerely/Best regards/… followed by your signature |