YOUR NAME

Telephone  |  Email address  |  Street Address, Postal Code, City, Province

Date

Recipient Name

Title

Company

Address

Postal Code, City, Province

Dear Recipient Name,

A cover letter is your opportunity to personalize, and humanize your application. Talk about why you are the best person for the job, in a way that isn’t already demonstrated robotically within your resume. Your passion for the organization, the organization’s cause, and for the specifics of the role belong here. Try to demonstrate your personality and fit for the job in a way that makes the recipient want to meet you in person.

Remember, cover letters should be brief, straight forward, and evoke the interest of the recipient.

And don’t forget to thank the recipient for their time and ask for an interview before you sign off!

Sincerely,

Your Name

|  |  |
| --- | --- |
|  | Your Name  Street Address, Postal Code, City, Province  |  Email  |  Telephone |
| Objective | What goal do you wish to achieve by sharing this resume? Don’t be afraid to be specific – including the title of the volunteer opportunity you are applying for is encouraged. |
| knowledge, Skills & Abilities | Highlight your areas of expertise that correlate with the job/volunteer description you are applying for, and the content you include below. |
| Experience | **Job Title** COMPANY NAME, LOCATIONDates From – To List your key responsibilities, and most noteworthy accomplishments relative to the position you are applying for. Don’t be afraid to reference specifics – doing so often leads to valuable conversation pieces in your interview. |
| Education | **School Name**, LocationDegree/Diploma/certification, graduating year Include a summary of course work, awards, or accomplishments relevant to the position you are applying for. |
| COMMUNITY | **VOLUNTEER ROLE TITLE**, ORGANIZATION NAME, LOCATION Dates From – To This is your opportunity to list other community involvement that has informed your professional skill-set. Remember – You don’t have to include everything you have ever participated in – stick to what is relevant to the position you are applying for. |
| References | **Reference Name**, TitleCompany Contact Information **Reference Name**, TitleCompany Contact Information **Reference Name**, TitleCompany Contact Information |