

First Name Last Name
City, Province
(123) 456-7890
name@email.com

The full date you are submitting your application

Hiring manager's name (if known)

Hiring manager's title (if known)

Organization name

City, Province

Re: Application for [job title and/or job ID]

Dear [name of hiring manager or to the Hiring Committee]

Paragraph 1 – Introduction - Introduce yourself and connect to the role

- Title of the position you are applying for and where you found it if relevant
- Why you are excited about the role
- In 1 sentence, link your experience and skills to what this role is asking for

Paragraph 2 – Education - Show how your academic background qualifies you.

You don't need to include everything – select 2-3 points that you think employers hiring for this specific role would be the most interested to hear about:

- Your degree(s) and area(s) of study
- Relevant coursework and specializations
- Academic projects, research, or internships and the relevant experience you gained from them
- Skills developed (analytical, research, communication, etc.) and how they apply to the position

Paragraph 3 – Experience - Demonstrate practical application of your skills.

- Relevant work experience, internships, volunteer roles, or extracurriculars and responsibilities
- Concrete examples of tasks performed and impact
- Experience working with people, environments, or challenges relevant to the job and what you learned

*** Note: You can swap the order of Paragraph 2 with 3 depending on the role – you can write your strongest qualifications first to capture their attention**

Paragraph 4 – Conclusion – Fit & Motivation - Reinforce fit and enthusiasm

- Why you are interested in the organization and its mission, values, or reputation
- How your skills, experience, and interests align with their work and needs
- A confident statement about your ability to contribute and add value
- A brief thank you and expression of interest in an interview

Closing

Professional sign off: Sincerely or Best regards

Your full name