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| --- |
| **OVERVIEW** |
| This is where you fill in 1 – 3 sentences about you and your goals. Use the posting to create this section, as it will provide information on required skills / qualifications that you match. |

|  |  |
| --- | --- |
| **EDUCATION** | |
| **[Degree, School Name, Location, Date]**  You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors. | **[Dates From – To]** |
| **[Degree, School Name, Location, Date]** If appropriate, list related coursework from your program. | **[Dates From – To]** |

|  |  |
| --- | --- |
| **SUMMARY OF SKILLS AND QUALIFICATIONS** | |
| * [Professional or technical skills] | * [Professional or technical skills] |
| * [Professional or technical skills] | * [Professional or technical skills] |
| * [Professional or technical skills] | * [Professional or technical skills] |
| * [Professional or technical skills] | * [Professional or technical skills] |

|  |  |
| --- | --- |
| **WORK HISTORY** | |
| **[Job Title, Company Name, City, PROVINCE]** | **[Dates From – To]** |
| **[Job Title, Company Name, City, PROVINCE]** | **[Dates From – To]** |
| **[Job Title, Company Name, City, PROVINCE]** | **[Dates From – To]** |

|  |  |  |
| --- | --- | --- |
| **REFERENCES** | | |
| **[Reference Name]**  [Title, Company]  **[Contact Information]** | **[Reference Name]**  [Title, Company]  **[Contact Information]** | **[Reference Name]**  [Title, Company]  **[Contact Information]** |

February 16, 2024

Company Contact, if known  
Company Name  
Company Address  
Address Line 2

**RE: Job posting XYZ with ABC Company, Competition No. 1234**

Dear Company Contact OR Hiring Managers OR Hiring Team OR Specific Person;

**Opening Paragraph - CAST THE HOOK:**

Explain the purpose of the letter and establish a point of contact.

* Snag the reader's attention with a compelling introduction.
* Specify the applied position and referral source.
* Focus on the employer, expressing genuine interest in their organization.
* Briefly outline how your skills would benefit them, maintaining a person-to-person approach.

**Middle Paragraph(s) - REEL IN THE LINE:**

Bridge employer needs and position requirements with what you can contribute without restating your resume.

* Draw the reader in with concise, relevant examples of your skills.
* Avoid duplicating your resume; tailor content to match job requirements.
* Highlight aspects not covered in the resume, such as personal traits and passion for the job.
* Provide a glimpse of the person behind the qualifications.

**Closing Paragraph - MAKE THE CATCH:**

Thank the reader for taking the time to consider your application.

* Thank the reader for considering your application.
* Confirm next steps in the hiring process.
* Indicate your anticipation of follow up.

Sincerely,

Signature

Your Name