

Cover Letter Template



Larry Lakehead (Your full name)
Thunder Bay, ON (City and province or country)
lakehead@lakeheadu.ca (Your email and phone number)
(807) XXX - XXXX

July 19th, 2022 (Current date)

Mr. Lee Smith (Employer's name)
Human Resource Manager (Position with company)
ABC Company (Company full address)
Thunder Bay, ON
P7B XXX

Re: (Position title) (ref number on job ad)

Dear Mr. Smith,

Hello, my name is Larry Lakehead and I am a *(key identifiers such as student or current job title)*. After researching your company and learning about this role I have become interested in applying because *(describe how the company aligns with your core values and your interest in the work they do, based on the research you have done)*. I especially like how this position *(describe how the position aligns with these values and connect it to yourself and the past work you have done)*.

As a *(insert past position(s) or program of study)* I was able to develop my *(insert at least three skills which are from the job ad, or at the very least, relevant to the position. Support skill #1 with a specific example of how you have used that skill to accomplish a goal. Explain skill #2, but use a different example. If you cannot fit a third skill with an example and stick to one page, then simply list the 3rd skill and a 4th skill and connect it to your resume)*. I am confident that these skills would be highly beneficial as a *(position title)* with your organization.

I would love to contribute my skills and knowledge at *(company title)* as a *(position title)* and would like the opportunity to share my qualifications during an interview. Please contact me through *(preferred contact method)*. Thank you for taking the time to review my resume and cover letter.

Sincerely,

(Insert Signature)
Larry Lakehead

Cover Letter Template



Larry Lakehead (Your full name)
Relocating to Toronto, ON (Relocation information)
lakehead@lakeheadu.ca (Your email and phone number)
(807) XXX - XXXX

July 19th, 2022 (Current date)

Dr. Jessica Doe (Employer's name)
Lead Researcher (Position with company)
ABC Company (Company full address)
Toronto, ON
P7B XXX

Re: (Position title) (ref number on job ad)

Dear Dr. Doe,

Hello, my name is Larry Lakehead and I am a *(key identifiers such as student or current job title)*. One of your current employees, *(name of referral)* recommended I apply to work with your research team. After reading about the project and its scope I have become interested in applying because *(describe how the project aligns with your core values and your interest in the work they do, based on the research you have done)*. I especially like how this team *(describe how the team aligns with these values and connect it to yourself and the past work you have done)*.

As a *(insert past position(s) or program of study)* I was able to develop my *(insert at least three skills which are from the job ad, or at the very least, relevant to the position)*. Support skill #1 with a specific example of how you have used that skill to accomplish a goal. Explain skill #2, but use a different example. If you cannot fit a third skill with an example and stick to one page, then simply list the 3rd skill and a 4th skill and connect it to your resume). I am confident that these skills would be highly beneficial as a *(position title)* during *(the project)*.

I would love to contribute my skills and knowledge with *(research team)* as a *(position title)* and would like to discuss the project and role over an interview. Please contact me through *(preferred contact method)*. Thank you for taking the time to review my resume and cover letter.

Sincerely,

(Insert Signature)
Larry Lakehead

Cover Letter Template



July 19th, 2022

(Current date)

Mx. Jordan Smith

(Employer's name)

Human Resource Manager

(Position with company)

ABC Company

(Company full address)

Toronto, ON

M5A XXX

Re: (Position title) (ref number on job ad)

Dear Mx. Smith and hiring team,

Hello, my name is Larry and I am a *(key identifiers such as student or current job title)*. After researching your company and learning about this role I have become interested in applying because *(describe how the company aligns with your core values and your interest in the work they do, based on the research you have done)*. I especially like how this position *(describe how the position aligns with these values and connect it to yourself and the past work you have done)*.

As a *(insert past position(s) or program of study)* I was able to enhance my *(insert at least three skills which are from the job ad, or at the very least, relevant to the position)*. Support skill #1 with a specific example of how you have used that skill to accomplish a goal. Explain skill #2, but use a different example. Explain skill #3 in a similar fashion). I am confident that these skills would be highly beneficial within your organization.

I would be honoured to contribute my skills and knowledge with *(company title)* as a *(position title)* and welcome the opportunity to share my qualifications during an interview. Please contact me through *(preferred contact method)*. Thank you for taking the time to review my application and I look forward to hearing from you!

Sincerely,

(Insert Signature)

Larry Lakehead

Professionalemil@lakeheadu.ca

807-XXX-XXXX