**NAME**

City, Province | Phone Number | Email Address | LinkedIn URL **(optional)**

Date of Application

Hiring Manager

Department Name

Company Name

Company Address (Street number and name)

City, Province, Postal Code

**Re: Position Title – Job # (if applicable)**

Dear Hiring Manager,

Please accept this as my application for the **(Position Tile)** position currently being advertised on **(e.g., Indeed, LinkedIn, company website, etc.)**. With a background in **(mention any skills or qualifications relevant to the position being applied for)**, I am excited about the opportunity to contribute my expertise to your dynamic team.

In my current role as a **(current position title/student)** at **(company/institution name)**, I have developed a strong foundation in **(mention relevant skills or experiences, e.g., project management, customer service, data analysis, etc.)**. This experience has allowed me to cultivate the ability to **(mention a specific accomplishment or skill relevant to the job)**. I am confident that these skills, combined with my passion for **(include a relevant industry or field)**, make me a strong candidate for the **(Position Title)** role.

What particularly attracts me to **(Company Name)** is **(mention what you admire about the company, such as its mission, values, products, or recent achievements).** I am enthusiastic about the prospect of contributing to your team and helping **(Company Name)** achieve even greater success.

Enclosed is my resume, which provides further details on my professional background and achievements. I welcome the opportunity to discuss how my skills and experiences align with the needs of **(Company Name)**. Please feel free to contact me to schedule a conversation or interview at your convenience.

Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications can benefit **(Company Name)** in more detail.

Sincerely,

**(Signature)**

Your Name