

if you don't create a letterhead at the top, write your name and address under the date.

January 15, 20XX

Margins: 1" (2.54 cm) margins all around.

Jamie Black
123 Swan Dr.
Regina, SK S7S 2R8

Job Scam Protection: Some fraudsters impersonate employers. For job search safety, research the employer. If concerned, provide only a cell number, LinkedIn invitation and/or email address.

Ms. Song
Director of Product Development
Nexus Communications Inc.
123 Long Lac Ave.
Regina, SK S4P 1B8

Use Keywords: Closely review each job posting. Use keywords from the posting to describe your relevant strengths and experience. Include some details, statistics and examples (e.g., project titles).

Dear Ms. Song:

Options: When don't have a contact name:
Dear Human Resources:
Dear Selection Committee:
Dear Hiring Manager:

Motivation: Why are you interested?
Highlight your potential contribution

With great interest I submit my resume in application for the position of Cellular Service Developer (Competition #A5-08), as advertised at the University of Regina Career Centre. I am very impressed by the track record of Nexus Communications as a leader in _____, and I am seeking an opportunity to utilize my related knowledge and skills in _____, _____ and _____.

Highlighting my qualifications for this position, I am completing a Bachelor of Applied Science in Electronic Systems Engineering at the University of Regina (expected graduation June 20XX). Through my education and work experience as a _____ and _____, I have acquired a solid foundation of knowledge and skills related to phone and product development, and _____. For example, one of my course projects involved designing and building _____. Highlighting my aptitude and specialized skills, I also independently developed an electronic device for _____.

On-the-job, you will find me to be reliable, collaborative, _____ and _____. As an employee, I actively seek new challenges and learning, as I am highly motivated to develop a career in the field of _____.

Given the combination of my technical background, aptitude and commitment to a career in the _____ field, I am confident that I am prepared to succeed in this position. Thank you for your consideration of my application. I look forward to an interview to discuss my potential with Nexus Communications Inc. and can be reached at 306-123-4567 or jamie.black@email.ca.

Sincerely,

J. Black

Your signature.

Jamie Black

Highlight your relevant knowledge, skills and abilities, attitudes, accomplishments and experience. Include some supporting statistics, details and examples (e.g., titles of projects).

Option: Present some information using headings and bullets:

Electronics Research & Development

- Two years of experience as _____
- Tested _____
- Independently developed a _____

Enclosure

Equity Applicants: Many employers are committed to employment equity and encourage applicants from equity groups to apply. Research each employer before deciding whether or not to self-declare as a member of an equity group:

Aboriginal people, Visible Minorities, People with Disabilities, Women in Non-Traditional Careers

Declaration Example: "In submitting my application, I would like to self-declare as member of an equity group (equity group)."