Alita Suarez, CRSP

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DATE

Name

Title

Company

Address

City, Province, Postal Code

RE: Job posting #

Dear [Name],

[Opening sentence]. Your recent advertisement in the [newspaper/LinkedIn] on [date] for a [title] sparked my interest in [industry/company]. [OR] It was with great interest that I read your posting on the [website] on [date] for the position of [title]. [Research sentence. This shows that you’ve made the effort to learn something about the company or organization. Check out the company’s product, service or locations. Visit their website. Ask people you know for information]

|  |  |
| --- | --- |
| **Your Requirements** | **My Skills** |
|  |  |

[Added Value You Bring to the Job]

[Closing Paragraph - Active Close]. Thank you. I will call you next Friday to discuss my qualifications further/answer any questions you may have/see if a meeting is possible.

Sincerely,

Your Name