First Name Last Name

(123)456-7890

name@mcmaster.ca

LinkedIn Hyperlink

Application Date

Name of contact person (if known) or leave blank

Company Name

Company Address

Dear \_\_\_\_\_\_\_ (Hiring Manager, Recruitment Team, or name of person if known),

**First paragraph — Make a First Impression:** Let the employer know why you are interested; attract the reader’s attention; include any achievements, skills, or any other reason why you feel you would excel in the role.

**Second paragraph/section** — **Expand Upon Your Skills:** Highlight relevant skills based on what the employer is looking for; choose your strongest skills as they relate to the role; focus on your accomplishments, results and/or ‘proof.’

**Format choices for the second paragraph/section**: The format should match your brand and the position; either a one paragraph format which highlights three skills (and **one** corresponding example or accomplishment from your resume per skill as proof OR use a two-column approach – see below).

**Skill #1** Specific example from your resume that demonstrates this skill

**Skill #2** Specific example from your resume that demonstrates this skill

**Skill #3**  Specific example from your resume that demonstrates this skill

*\*\*Note – the 3 skills that you highlight need to be directly related to those skills being sought after in the job description. Do NOT provide skills that are not relevant to the job posting.*

**Third paragraph — Tie Everything Together & Optional Close:** Show the reader what you know about the company; mention something you have learned from an information session or networking event you attended or research you’ve done; think about how you will help the company, and not how they will help you. Reiterate your interest and thank them for their time and consideration (if including close here).

**Optional fourth section – Closing Line:** Reiterate your interest and thank them for their time and consideration (if closing with a separate line or two).

Sincerely / Best Regards,

Your Name