Month Day Year

Name of Organization

Organization Street Address

City, Province

Postal Code

To Whom it May Concern,

Your cover letter should include the following:

* an introduction of yourself – characteristics and interests if they are relevant to the role (remember the piano player/teacher we talked about in Parts 1 & 2 and their application for the HR position at the Royal Conservatory of Music?)
* a statement of what you know about the company and why you would be a good fit
* demonstrate that you understand the responsibilities of the position and propose why you are qualified for the role (again, don’t just duplicate your resume)
* if you have an online portfolio and it is applicable, use the cover letter to invite the reader to look at it (your portfolio should show your work and not just be another reiteration of your resume)

Your cover letter should be original and show your excitement about the potential opportunity. It should follow standard letter writing format; and, to maintain document consistency, use the same header you use on your resume. It should not be longer than one page.

Sincerely,

First Name Last Name