**Your Name**

Address

City, Province Postal Code

Telephone

Email

April 1, 2015

Re: Position Name or Identification Number

To whom it may concern,

(Opening Paragraph) Please accept the enclosed resume as my application for the <name of position> position currently being advertised in/on <name of media>.

(Talk about the skills you have that pertain to the job posting in this paragraph). I am proficient in the use of various software packages including <name of software> and am highly adaptable to change. I cope well in high stress situations and can manage a variety of projects simultaneously. I am highly organized, efficient, detail oriented and self-motivated. I am confident that I have the skills necessary to succeed in this position.

(Closing Paragraph) I would welcome the opportunity for a personal interview to further discuss my qualifications. I can be reached anytime at <phone number> or email <email address>. Thank you for your time and consideration.

Sincerely,

This is your signature

<Type Your Name>

Enclosure