

Cover Letter

Your Name

Phone Number and Email Address

August 28, 2014

Company Name
Attn: Mr/Mrs Smith
111 Avenue Road
Toronto, Ontario
M3E 1J4

Dear Mr/Mrs Smith:

Re: Java Developer, Job Id #: 123456

First Paragraph:

This paragraph is about why you are qualified for the job. Use specifics and be sure to include key words from the job description. *With my over 5 years of experience using Java/J2EE.... I currently manage a team of ... Successfully implemented a key system to increase use.....*

Second Paragraph:

Show your knowledge about the company and explain how you will be a great addition to their team. Again use keywords from the job description enhancing your experience. *While at the Bank I increased ... I graduated with my CFA in*

Third Paragraph:

Thank them for their time. Let them know when you are available for starting and interviews. Repeat your phone number. *I can be reached at 111-222-3333*

Sincerely,

Your Name