

Cover Letter Template Companion



Indicate your full name and contact information

JOSEPH HUNT
129 Abigal Road, North Bay, ON P1A1Z8
555-555-5555 | email@address.com

Ms. Rancourt
ABC Construction
1 Goulais Crescent
North Bay, ON
P1B 8G5

Recipient name
Company name
Company address

Today's date

April 11, 2016

Indicate how you heard about the job. Was it advertised on the radio? Did you find it in the newspaper or online?

Dear Ms. Rancourt,

Be specific. Include job posting or publication date

Title of position

Please find enclosed my resume in application for the position of Labourer, as advertised on Hard Hat Hunter on April 8, 2016.

Indicate relevant experience

With over 5 years' experience as a Labourer, I am accustomed to completing physically demanding tasks on schedule and as specified. My wide range of skills are well-suited to the fast-paced environment of the construction industry:

- Proficiency in using hand and power tools
- Clean driver's abstract and reliable transportation
- Strong knowledge of building and construction

Company name

With my skillset and safety-driven work ethic, I believe that I would be an asset to ABC Construction. If you would like to get in touch to discuss my application and to arrange an interview, you can contact me via 555-555-5555 or email@address.com.

Contact information

Thank you for your time and consideration.

Regards,

Sign here in black ink

Joseph Hunt

Your first and last name