**ANATOMY OF A COVER LETTER**

YOUR ADDRESS

THE DATE YOU ARE WRITING THE LETETR

NAME OF THE PERSON

PERSON’S JOB TITLE

COMPANY’S NAME

COMPANY’S ADDRESS

CITY, PROVINCE

POSTAL CODE

**No Borders**

SALUTATION (DEAR, Mr. / Mrs. / Ms.)

The final paragraph should ask the employer to do something specific. Ask for a chance to meet with the employer face- to- face.

The middle paragraph(s) should describe your skills and qualifications for the job. Why do you think you are qualified for this position

The first paragraph should describe how you learned about the opening, that you want to work for the company, and what position you are applying for.

YOURS TRULY,

*YOUR SIGNATURE*

YOUR NAME

ENCLOSURE(MORE IS ENCLOSED!)