

Full name

Address Line 1

Address Line 2

Phone

email

DATE

Human Resources

Company Name (you are applying to)

Winnipeg, MB

RE: JOB TITLE (mentioned in the advertisement)

Dear Hiring Manager:

I would like to tell you that....

With my... education in..., and my passion for..., I will be a guaranteed asset for this position. Please see my additional attributes below:

- **Proven....:** Having an excellent track record of exceptional....
- **Record-breaking....:** ...
- **Skill 3:** Details
- **Skill 4:** Details
- **Skill 5:** Details
- **Skill 6:** Details

With these key qualities, I am sure you will not need to look further. I am very excited to meet with you and show you how I can be a great asset to your company. Thank you for your consideration.

With best regards,

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WHY THIS WORKS?

The provided cover letter format is highly effective and attractive to employers for several reasons:

1. Clear and Professional Structure

- Date and Address: The inclusion of the date and company address gives the cover letter a formal structure, immediately setting a professional tone.
- RE: JOB TITLE: Mentioning the job title in the reference line ensures that the hiring manager knows exactly which position the applicant is targeting.

2. Engaging Opening

- Direct Address: Addressing the letter to "Human Resources" or "Hiring Manager" personalizes the communication, which can help engage the reader right away.
- Intent Statement: Starting with "I would like to tell you that..." grabs attention and sets the stage for a narrative about the candidate's suitability for the role.

3. Highlighting Qualifications and Passion

- Education and Passion: Mentioning education and passion early on establishes the candidate's background and enthusiasm, which are key factors in hiring decisions.

4. Concise Skill Summary

- Bullet Points for Skills: Using bullet points to list key skills makes the letter easy to scan, allowing hiring managers to quickly grasp the candidate's qualifications.
- Proven Accomplishments: Starting with "Proven..." and "Record-breaking..." draws attention to concrete achievements, making the candidate's value immediately clear.

5. Compelling Closing

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- Confidence and Excitement: The closing paragraph expresses confidence and eagerness, which can leave a positive impression on the employer.
- Call to Action: Mentioning the desire to meet for an interview encourages the hiring manager to take the next step.

6. Polite and Professional Tone

- Thank You and Regards: Ending with a thank-you note and "With best regards" maintains a courteous and professional tone.

Summary

Overall, this cover letter format is effective because it is well-structured, highlights key qualifications and accomplishments succinctly, and conveys enthusiasm and confidence. This approach makes it easy for employers to see the candidate's potential value and interest in the role.