

# CANADIAN COVER LETTER TEMPLATE

## First and Last Name

Street Number

Phone Number: (XXX) XXX-XXXX

City, Province Postal Code

Email Address: yourEmailAdres@domain

*Include your Details. First and Last Name.  
Home Address and Email address*

Month, Day, Year

Hiring Manager

Position

Company Name

Street Number

City, Province

Postal Code

*Include the Employer Address. If you know the name  
of the Human Resource Manager, include as well*

Dear **Sir/Madam**,

*You can also address to Hiring Manager or Company  
Name*

Paragraph One.

Paragraph Two

*Make sure paragraphs are Justified  
(Margin/Alignment) and make sure the first line of  
each paragraph is indented*

Paragraph Three

Paragraph X.

Sincerely,

*Your signature*

*Your first name, last name and signature.*

Your first and last name