## Name of person / Title

## Name of Organization

## Address

## City. Province. Postal/Zip code

# Dear Mr./Ms./Dr. *Name*

# *RE: Title of position you are applying for*

# Opening paragraph

*Use this section to express your passion for the job, highlight a skill that makes you stand out and connect it to the position so as to make your candidacy stand out.*

# Middle paragraph

*Provide more details here about your experience and skills. You can prioritize them, cluster them and ensure the key details are indicated first and fast.*

# Closing paragraph

*Wrap up your cover letter reminding the employer about the skill(s) that make you stand out. Indicate that you are looking forward to discussing your skills with them. Provide reliable contact information.*

## Sincerely,

Anand Cian

*Enclosure:*

*List documents that accompany this cover letter, especially if there are any possibilities of the package getting separated.*