Cover Letter [Format]

[Self Address]
[Date: Month/Date/Year]
[Title] [First Name] [Last Name] [Job Title] [Organization or Company Name] [Company Address]
[Dear Mr./Ms./Mrs.]
[Re: Position code number/Position Name] Opening Paragraph
Sellingparagraph
Closing paragraph
Sincerely,
[Signature]
([Name Typed])
[Enclosure [(amount number of attached documents)]]

University of Calgary, revised 2010, http://www.ucalgary.ca, viewed 9 December, 2011.