

Dear [INSERT HIRING MANAGER'S NAME],

Regarding the [INSERT JOB TITLE] position currently advertised on Monster.ca, please find attached a copy of my resume for your consideration. I have recently graduated with a [INSERT GRADE] in [INSERT SUBJECT] from [INSERT UNIVERSITY] and hope to put this to use in the field of [INSERT INDUSTRY SECTOR].

The degree covered many topics, and I was particularly drawn to [INSERT SPECIFIC TOPIC]. I am looking to develop specialist skills in this area and build a successful career.

INCLUDE IF YOU HAVE UNDERTAKEN WORK EXPERIENCE

I have put my course theory into practice in a variety of ways, most effectively as a [INSERT JOB TITLE] at [INSERT COMPANY NAME] where I [INSERT KEY ACHIEVEMENT]. Having extensively researched your company's values and products, I was especially interested in [INSERT COMPANY ASPECT THAT ATTRACTED YOU]. I feel it would be the ideal place for me to begin my career and I believe I can be an excellent addition to your team.

If you would like to get in touch to discuss my application and to [arrange an interview](#), you can contact me via [INSERT PHONE NUMBER OR EMAIL ADDRESS].

I look forward to hearing from you soon.

Yours sincerely,
[INSERT NAME]