YOUR NAME HERE333 - 1234 Cambie Street, Vancouver, BC V4F 3T8   
+1 778-111-1111  
 [blabla@gmail.com](mailto:blabla@gmail.com)

29/05/2016

Contact name  
Job title  
Company name  
Address

Dear Ms./Mrs./Mr. Employer:

(Be sure to determine the formal designation (Ms./Mrs./Mr.) of the person you are contacting. If you’re not sure, call the organization to confirm.)

**Paragraph 1 – Introduction**Use this paragraph to introduce yourself and to get the attention of the employer. Be professional and polite in language and tone. Mention the position you are applying for, why you are applying for the job, and how you found out about it. Show interest in the organization, and explain why you would like to be part of it.

**Paragraph 2 and 3 – Description**This is the main body of your letter, which is usually one or two paragraphs long. Explain your qualifications and why you should be considered for the position. Don’t just repeat the content of your résumé; give specific examples and explain how your individual skills will help you in the position you’re applying for. Feel free to talk about any special workplace recognition or awards you received in the past. This part of the letter is meant to convince the employer that you would be a valuable addition to the team.

**Paragraph 4 – Closing**It’s important to end your letter in a courteous way. Reinforce your desire to be part of the organization, and politely request an interview. End with an action statement, informing the employer about when you plan to contact him or her to follow up on your application. Provide your personal contact information and an appropriate time to call, in case the employer would like to reach you before you contact him or her. It’s important to follow instructions, so if the job advertisement says not to call or e-mail, respect their wishes.

Thank you,/Yours sincerely,/Yours truly,

[sign your name]

Your name

Enclosure (your résumé)

YOUR NAME HERE

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# LEGAL STATUS IN CANADA

Permanent Resident

# SUMMARY OF QUALIFICATIONS

* Over X years of experience in the XXXXXXXX area
* Strong background in XXXXXXXX
* Skills in XXXXXXXX, and XXXXXXXX
* Intermediate to advanced ability with MS Office programs
* Professional communication skills include intermediate level of English and native level of Brazilian Portuguese
* B.Sc. in XXXXXXXX
* Masters degree in XXXXXXXX

# PROFESSIONAL EXPERIENCE

**Website Manager and Social Network Content Creator** Sep 2016 – Current date

www.casalnerdnocanada.com.br

www.facebook.com/casalnerdnocanada

www.instagram.com/casalnerdnocanada

Creation of weekly content for the blog www.casalnerdnocanada.com.br, which through detailed descriptions, tips, links and explanations assists other Brazilians through their process of moving to Canada. The Facebook page and the instagram page are also managed by myself. They are ways to reach the audience more easily and constantly.

**English Teacher** Mar 20XX – May 20XX

Company name, Rio de Janeiro, RJ, Brazil

Working with XXXXXXXX …

Moreover, in the last XXXXXXXX …

**Teacher** May 20XX – Sep 20XX

XXXXXXXX, RJ, Brazil

During my XXXXXXXX I was required to XXXXXXXX …

I also needed to XXXXXXXX …

# EDUCATION

**Bachelor in** XXXXXXXX 20XX

UFXX, Rio de Janeiro, RJ, Brazil

**Masters in** XXXXXXXX 20XX

FXX, Rio de Janeiro, RJ, Brazil