**Full Block Cover Letter Example**

Your Address

City and Province

Postal Code

Date of Writing

Name of Recipient and Title

Company Name

Address

City and Province

Postal Code

Dear [Recipients name]:

**First paragraph:** include information on why you are writing. Explain that you are seeking volunteer work experience with their company or organization. Be clear about your request. Convince the reader that they should take you on as a non-paid work experience student.

**Second Paragraph:** describe what you have to offer the employer. Make connections between your abilities and their needs. Mention how your skills and experience match the volunteer position you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence.

**Conclusion:** Conclude your cover letter by thanking the employer for their time. Include information on how to contact you (phone number, email address).

Sincerely yours,

Handwritten Signature (for a hard copy letter)

Your Name Typed

**Note:** Be sure to centre the letter on the page.