

May 14, 2012

Your Name
Home Address
City, Province Postal Code
555-555-5555
Email Address
Website URL (if you have one)

Mr. John Smith
Sales Manager
Company XYZ
123 Street
Peterborough, Ontario

Mr. Smith,

I am an electric engineer relocating to Peterborough in the fall. While I was conducting some career research on companies that offer professional development, I noticed that Company XYZ offers growth opportunities for their employees at multiple levels.

I am interested in learning more about my profession in Canada and I would appreciate the opportunity of meeting with you to inquire about industry-specific questions.

Please let me know when is a good moment to contact you to schedule an appointment. I can be reached via email at name.lastname@mail.com.

Thank you for your time, I look forward to hearing from you.

Sincerely,

Your name
Enclosure (résumé)