

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient Name]

[Title]

[CGI Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to submit my application for the [specific position] at CGI.

I am excited about the opportunity to contribute my skills in [relevant skills] to your esteemed team.

Enclosed with this letter are my resume and a cover letter detailing my qualifications. I believe my background in [your field/experience] aligns well with CGI's vision and goals.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to CGI.

Sincerely,

[Your Name]