[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Application for [Position Title] at CGI

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1. Introduction
 - Brief self-introduction
 - Purpose of the letter: applying for the specific position

2. Background and Qualifications
 - Relevant educational background
 - Key skills and experiences
 - Notable achievements

3. Interest in CGI
 - Why you are interested in CGI
 - Company values and culture alignment

4. Relevant Experience
 - Detailed description of pertinent work experience
 - Specific projects or roles that relate to the position

5. Skills and Competencies
 - Highlight soft and technical skills
 - Examples of applying these skills in previous experiences

6. Conclusion
 - Reiterate your interest in the position
 - Mention availability for an interview
 - Thank the recipient for their consideration

7. Closing
 - Formal closing phrase (e.g., Sincerely, Best regards)
 - [Your Name]