

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Hiring Manager's Name]  
[Department/Office Name]  
University of Toronto  
[University Address]  
[City, Province, Postal Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at the University of Toronto as advertised [where you found the job listing]. With my background in [your field/area of expertise] and my [specific skills/experiences related to the position], I am excited about the opportunity to contribute to [specific department or initiative at UofT]. Throughout my career, I have demonstrated [relevant experience or skills]. For example, at [Previous Employer/Organization], I successfully [specific achievement or responsibility related to the job]. This experience has equipped me with the necessary skills to excel in the [Job Title] role.

I am particularly drawn to this position at the University of Toronto because [reason specific to the institution or department]. I admire [something notable about UofT or the team] and am eager to contribute my skills in [related skills or competencies].

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to the University of Toronto. Please find my resume attached for your review.

Sincerely,  
[Your Name]