



# Cover Letters

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## Why Write a Cover Letter?

- attach it to your resume to explain why you are sending your resume and for which job you are applying
- to tell the employer why you are the right person for the job
- to describe your interest in the company
- to request an interview

## Cover Letter Pointers and Ideas (Career Challenge Student Workbook) (Canada Employment Centre)

- Write a different letter for each application.
- Present something unique about yourself.
- Address someone in authority. Use the correct spelling of that person's name and use his or her job title.
- Point out things from your resume in your cover letter, so your reader will be encouraged to look at your qualifications.
- Focus on the employer's needs, and talk about how you can make a contribution to their team.
- Indicate your knowledge of the career field by using related terminology. Be sure you use the words properly!
- Use energetic, powerful words to convey your self-confidence.
- Make your cover letter look neat and tidy. Don't use a font that is difficult to read, or looks too flashy.
- Use good quality, letter-size paper. Make sure your letter can be read after it's been through a fax machine or photocopier.
- Don't criticize yourself or point out weaknesses in your letter!
- Spelling, grammar and punctuation must be absolutely perfect!
- Organize your thoughts before you sit down to write your letter, so you don't forget to mention something, or end up rambling on.
- Your cover letter should be only one page long!

## Cover Letter Format

Your Name  
Your Street Address  
City, Province, Postal Code

Date

Employer's Name  
Employer's Title  
Company Name  
Street Address  
City, Province, Postal Code

Salutation (Dear Mr./Ms.:)

**RE: Position of...**

### *Paragraph 1*

- introduce yourself
- tell why you are writing
- name the position for which you are applying and tell how you heard of the opening
- tell the reader you have enclosed a resume

### *Paragraph 2*

- connect your skills and experience to the needs of the job/employer
- demonstrate how you are qualified for the job

### *Paragraph 3*

- organizational/company research
- willingness/interest in meeting with them
- invite further contact or ask for an interview

### *Paragraph 4*

- closure
- thank them for their time and consideration

Complimentary Closing (Sincerely, / Yours truly,)

*Signature*

Your Name (typed)

Enclosure(s)