



Cover Letters

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)