

Cover Letter

purpose: to introduce yourself

Your name
Address
Phone Number

Attn: Contact Name, Title
ABC Company
123 Any Street
Any City, Province
Postal Code

Date

Dear _____,

Re: Job position and/or competition number

Introduction – state the position to which you are applying

Ex: I am sending you this resume to apply for the position of _____.
I have worked in the industry for # of years with ABC skill and 123 license.
Please find attached a copy of my résumé for your review and consideration.

In the next paragraph let employers know that you are capable of doing the job and will be a good fit with the company.

Closing – request an interview and/or extend an offer for the employer to contact you

Ex. An opportunity to meet with you to discuss how I can bring value to this job would be greatly appreciated.

Sincerely,

Write your name here in cursive.

Type or print your name

Your full mailing address

Employers mailing address – *more effective if you can include the person's name and job title*

"To Whom it May Concern" is also an acceptable salutation.

Helps to make sure your application is directed to the right people for the right job opportunity. This is especially important if you are applying to big companies.

HR staff and hiring committees receive many applications and don't have time to waste. Letting them know your purpose for writing up front will be greatly appreciated. If the ad identifies specific requirements/must haves, be sure to mention if you have these qualifications.

To do this, you will need to look at the ad and identify the key job tasks and character traits needed to be successful in this job. Then, you will need to identify work/school/extra – curricular experiences that demonstrate your ability to do this work and exhibit these traits.

Employers are looking for people who can do the job, fit with the company and bring additional value. If you are good at finding quicker/easier ways to accomplish tasks, build effective relationships easily, often identify ways to money, etc., AND you can articulate this to employers, you will be more competitive in your job search.

A few key points about creating an effective cover letter:

- **Keep it to one page.**
- Use plain white paper – it looks the most professional and is easier for companies to scan and copy.
- Use common fonts (Times New Roman, Arial, Courier) and sizes (10 – 12) to make it easy to read.
- Proof read your cover letter for grammatical and spelling errors. Many hiring professionals will throw your application away if they see a glaring error.