



# How to write a Cover Letter:

The cover letter is your chance to sell yourself, your skills, and what makes you unique to the employer. It is what is going to set you apart from the other applicants.

## Why write a Cover Letter?

- Your cover letter presents your intentions, qualifications, and availability to a prospective employer in a succinct, appealing format. It's your first chance to make a great impression, a personalized letter indicates you are serious about your job search. Your resume can give the nitty-gritty of dates, places of employment, and education but your cover letter must induce the reader to take the extra few minutes to consider you when faced with hundreds and thousands of candidates for any one job opening

## What makes a good Cover Letter?

### No spelling or typing errors

Not even one.

### Address it to the person who can hire you

Resumes sent to the personnel department have a tougher time of it. If you can find out, *through networking and research*, exactly who is making the hiring decision, address the letter to that person. Be sure the name is spelled correctly and the title is correct.

### Write it in your own words

You want your cover letter to sound like you— not like something out of a book. Employers are looking for knowledge, enthusiasm and focus.

### Show that you know something about the company and the industry

This is where your research comes in. Don't go overboard, just make it clear that you didn't pick this company out of the phone book. You know who they are, what they do and you have chosen them!

### Use terms and phrases that are meaningful to the employer

*This is where your industry research and networking come in.* If you are applying for an advertised position, use the requirements in the advertisement and put them in **BOLD** type.

## What to write?

### Salutation

Dear Mr. or Ms. (person's last name only); If you don't have a name, use the title (ex: Dear Employment Manager). If you have the name but not sure whether the individual is a male or female, use the full name with no title (ex: Terry Jones).

### Paragraph 1: Opening paragraph:

State why you are writing, name of the position or type of work for which you are applying, and mention how you heard of the opening position. Tell the employer briefly (one or two sentences) why you are interested in this position.

### Paragraph 2: Middle paragraph:

Explain the skills and experiences you have that will make you successful in the position. If possible, mention one or two recent accomplishments that illustrate your proficiency and effectiveness. Don't reiterate everything that's in your resume, but refer the reader to your enclosed resume for more detail on your qualifications and experience

### Paragraph 3: Closing paragraph:

It is important to end your letter in a courteous way. Reinforce your desire to be part of the organization, and politely request an interview. Provide your contact information. Finish by thanking them for their attention and express a desire to meet them sometime in the near future.

# Cover Letter Format:

Think of your Cover Letter as your letter of introduction, attached to your Resume . This document gives you another chance to emphasize what you have to contribute to the company or organization.

## SAMPLE

Your name  
Your address  
City, Province, Postal Code  
Your telephone number  
Your e-mail

Date of letter

Employer's name  
Employer's Title  
Company Name  
City, Province, Postal Code

Dear Human Resources Manager,

In reply to your advertisement for a \_\_\_\_\_ position, which appeared in the \_\_\_\_\_ on \_\_\_\_\_, I would like you to consider my application.

Having worked in the field of \_\_\_\_\_ at \_\_\_\_\_ I had the opportunity to demonstrate my ability to work in demanding situations with great results. I thrive in situations that require me to adapt quickly, and I offer dependability as well as flexibility for scheduling.

I would be pleased to answer additional questions concerning my background and would welcome the opportunity to discuss this with you during a personal interview.

Thank you for your consideration. You may reach me at 613-\_\_\_\_\_.

Sincerely,

*Signature*

Full name

Make sure the contact information is correct and same as the resume

**Demonstrate your ability to write clearly.  
No grammar or spelling mistakes.**

**You can also include the employers contact information. This is most appropriate to include on a formal, hard copy cover letter**

**Just remember to keep it professional.**

Tell the employer the position you are applying for and how did you learn about this opportunity. Tell also how your experience aligns with the goals of the company.

Describe how your previous job experiences, skills and abilities will allow you to meet the company's needs. To make that easier, you can literally include words and phrases from the job description.

Politely thank the reader and restate how your skills make you a strong fit for the company and /or position. State that you would like the opportunity to interview or discuss employment opportunities.

**Use a complimentary close, and then end your cover letter with your signature, handwritten, followed by your name.**