

## COVER LETTER TIPS

Your Name  
Street Address  
City, Province  
Postal Code  
Phone number  
Email address

Date (Month Day, Year)

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

### Notice how:

- each section of this letter is single spaced with an extra space separating new sections
- each line begins on the left margin (not indented)



**Do your research! Find out who will be accepting resumés at the business so you can address this to a specific person.**



Type a greeting (Dear Mr. Smith, etc.):

In your first paragraph, introduce yourself to your potential employer. Also, briefly mention how you heard about the job, and/or what excites you about potentially working at this business. (2-4 sentences should be sufficient)

Your second paragraph will be the most detailed. Tell your employer about your unique skills and abilities that will benefit the company you are applying to work for. Try to limit the amount of "I" statements so that you don't sound too self-centred, but be positive as you try to "sell" yourself to your potential boss/colleague. This is a chance to expand on qualities that you only briefly mentioned in your resumé. (At least 4 sentences)

In your third paragraph, briefly conclude by thanking the potential employer and mentioning your interest in discussing your qualifications. (approximately 2 sentences)

Complimentary Closing (Regards, Thank you for your time, etc.),

Type your name

Type "Enclosure: Resumé" if yours is attached

**Leave space for a signature. Be sure to actually sign your document!**

**You can digitally insert your signature when using a PDF! Look for tips online.**



Notes:

- Complete your resumé before your cover letter so you know what details you can add or expand upon
- It is rare that your cover letter would be more than one page
- format your letter the same as your resumé. Use a similar template and font (Times New Roman or Calibri)
- save your document as a PDF with your name in the file name (Ex "BobSmithCoverLetter.pdf")
- Take some time to research what the company does and what they stand for so you can target some of the content of your cover letter and resumé. In fact, incorporating some of the keywords in the company's job posting into your documents can help you create targeted content that should impress your potential employer!