



COVER LETTERS



WHAT IS A COVER LETTER?

A cover letter is a professional introduction to an employer when applying for a job. It should include how you found the job ad, your skills and qualifications as they relate to the job and why you would be a strong candidate for the position.

Your cover letter should grab the employer's attention and make them want to read your resume. It should focus on how your skills match their needs and show any accomplishments in that field.

TO BE THE MOST EFFECTIVE, YOUR LETTER MUST:

- Get the employer's attention
- Appeal to the employer's interests and needs
- Highlight your skills and accomplishments
- Provide information that is relevant to the job you are applying for
- Convince the employer to read your resume or application

CHECKLIST FOR WRITING AN EFFECTIVE COVER LETTER:

- One page maximum, should be typed on standard white paper
- When possible include the manager's name, or the specific person you are applying to (try not to use "To Whom it May Concern")
- If you were referred to the position, name the person. If not, show where you found the job ad
- Make sure the letter is written for the specific job posting. Do not recycle an old letter without updating the information
- Write the letter in your own words, it should sound like you
- Include a header with your full name, telephone numbers (e.g. home, cell) and email address. **Provide a professional email address that is appropriate for the workplace**
- Keep the language professional. This is your first impression on the employer
- Explain how your skills meet the employer's needs
- Make sure there are no spelling or grammatical errors in your letter
- Close your cover letter by taking action, let them know you look forward to meeting them in an interview

HOW TO GET STARTED

Your Name
Your Street Address,
Community, Province Postal Code,
Phone Number

Date

Manager/Employer Name
Position/Title
Company Name
Community, Province
Postal Code

Dear Mr./Mrs. _____: (preferably not Sir/Madam or To Whom it May Concern)

State that you are applying for a specific position. Tell the employer where you found out about the position. This paragraph is only 1-2 sentences long.

The purpose of this paragraph is to explain to the employer why you should be hired for the job. Indicate that you have enclosed a resume. Talk about key experiences – work/education. – that qualifies you for the position. Describe any other important work history. Try to mention something personal this is not in the resume (e.g. look for any personal qualities that are highlighted in the job advertisement). It is important to mention how your skills and past experiences would be useful or could be applied to the advertised position.

This is your closing paragraph. It is polite to request for an interview. Include a phone number where you can be reached. Close by thanking the employer for his/her consideration of your application.

Sincerely,

Your Name
Encl. (Indicates a resume is enclosed)

- Always submit a cover letter and resume together as one PDF (not as two separate word document or attachments)

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