



# 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. It is always submitted with your resume.

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 and/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 (do not to use "To Whom it May Concern")
- If you were referred to the position, name the person. If not, say where you found the job ad
- Make sure the letter is written for the specific job posting
- 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 by letting them know you look forward to meeting them in an interview and provide a contact number

# 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)

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. (This abbreviation is short for enclosed and indicates a resume is included)

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

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