

# CAREER CYBERGUIDE

## Cover Letter Template

**YOUR NAME**  
Your Address  
City, Province, Postal Code  
(Area Code) Telephone  
E-mail address

Contact information should be formatted the same as résumé

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Date

Contact Name  
Position Title  
Company Name  
Mailing Address

Dear Ms or Mr. Contact Name: (or Attention: Hiring Manager or appropriate job title)  
(Note that Ms does not have a period following the abbreviation)

**FIRST PARAGRAPH (Introduction)**  
The objective of the cover letter is to introduce yourself in a way that will convince the employer that you are a potential candidate for the position.  
State the position being applied for and how you found out about the job vacancy  
If contacting an employer without an advertised job posting, relate your career goals and tie in your interests and research about the company  
Express your genuine interest for the organization and/or industry

**MIDDLE PARAGRAPH (Body - can be 1 to 2 paragraphs)**  
Match your skills to the outlined job requirements  
Explain how you qualify for the position you are applying for (describe academic, paid and non-paid work experience, etc in detail and how it related to **this** job)  
Illustrate other relevant that will be of value within the position (use actual examples, achievements, and results to illustrate)  
Tie in your interest or knowledge that you learned from conducting company or industry research.  
Focus on at least 2 skills and provide details of how you demonstrate these skills instead of just providing a list of skills and qualifications.

**FINAL PARAGRAPH (Closing)**  
Express your desire for an interview and state when you will be following up  
State your best contact number  
Thank the employer

Yours truly (or sincerely, etc.),  
Your Signature  
Your Name

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NOTES:  
Ensure that your cover letter outlines your interest in the position and organization, your key qualifications, and why you are a valuable candidate. Research on the organization and field you are interested in can be integrated into your cover letter and/or tied into your interests to show that you have a real interest in the company and/or the field.