COVER LETTER TEMPLATE

Insert Header: Use the same format as on your resume

Date — Month Day, Year

Employer's Contact Information
Employer's Name
Employer's Position Title
Company Name
Company Mailing Address
City, Province
Postal Code

Dear Employer's Name,

Paragraph 1 — In this paragraph, state the **position** you are applying for, **where** you heard about the position, and **when** you heard about the position. You can also indicate that your resume is enclosed.

Paragraph 2 — In this paragraph, you should highlight the specific skills and competencies that you bring to the role, based on what the job is requiring and what is stated in the job posting. Make sure you (1) identify the skill(s) you have, (2) reference where the skill comes from or where it was used (i.e. state the job title and company that you worked for), and (3) provide an example of a time when you demonstrated the skill(s). Paragraph 2 is typically the largest section within your cover letter.

Paragraph 3 — This paragraph should demonstrate the fit between you and the organization/job based on research you have done. This research can be based on conversations with people who work there, use of the company's website, and other resources that have helped you to learn about the company culture, products, services, customers, and industry/industry trends. Once you have identified an aspect of the organization that interests you, demonstrate how you contribute to that aspect of the organization through your own experiences, interests, and/or career goals.

Paragraph 4 — This is your closing paragraph. Thank the employer for reviewing your application. You can indicate your interest in meeting with the employer in person. Make sure you leave information (i.e. phone number) on how the employer can reach you.

Salutation — Sincerely,

Your Name — First Name Last Name