

FIRST NAME LAST NAME (Size 20, All Caps)

City, Province Postal Code | Phone Number | Professional Email

Date [Day, Month, Year ex. Tuesday September 10, 2019]

Employer's (Recipient's) Name (if unknown leave blank)

Employer's Position/Job Title (if unknown, leave blank)

Company Name

Company Address

City, Province Postal Code

Dear Mr [or Ms] [Employer's Last Name]:

Re: Job Title and Reference/Competition Number (if applicable)

[First Paragraph – Answers the question, “Why am I Writing to You?]

The first paragraph is written in paragraph form and highlights:

- Where you saw or heard about the job posting, for example, if you found the job posting on a website, state which website or if someone referred you, reference their name (please ask for their permission first).
- Include the reason you want to work for this specific company; make it authentic and genuine.

[Second Paragraph – Answers the questions, “What Do I Have to Offer/Why I’m Qualified?]

The purpose of this paragraph is to outline how you best match the job posting and how you can benefit the company, not how the company can benefit you (avoid using “I” statements. Keep this section relevant and specific; provide examples that prove your skills. Do not repeat what is said in your resume.

[Third Paragraph – Answers the question, “What are the Next Steps?]

Close your cover letter by reiterating your interest in the job. Thank the reader for their time and include a line similar to “I look forward to hearing back from you soon.”

Sincerely,

Your First and Last Name

Enclosure

Commented [MC1]: The formatting of your resume and cover letter should mirror one another. Think of them like a book. Consistency is important.

Commented [MC2]: It's very important to make every attempt possible to target your cover letter to the company/job you're applying for and find out who the hiring manager is. This may require some research. Don't be afraid to make a telephone call to the company, an employee you know/were introduced to, search the company website and/or LinkedIn etc.

Commented [MC3]: Follow the format used on your resume in the contact information section; make everything consistent ex. AB vs. Alberta.

Commented [MC4]: If you're unable to locate the hiring manager's name, you can 1) address the letter to Dear Hiring Manager/Recruiter, Dear Company Name, Dear Team Name at Company Name or 2) Remove this address completely.

Commented [MC5]: This paragraph can be a regular written paragraph or replaced using a t-format (see cover letter sample).

Commented [MC6]: This means your resume is attached