



Basic Cover Letter OUTLINE

NOTE: Copy your address header from your resume for document consistency

YOUR NAME

Your Address
City, Province Postal Code

email address
Phone #

<space>

Name of Person in Charge of Hiring (if avail)
His/her title
Name of Company
Company Address
City, Province, Postal Code

<space>

Date

<space>

RE: Job Title – Competition #

<space>

Dear Ms./ Mr. _____,

NOTE: When there is no name to address the letter to, find the Department or hiring manager

<space>

<1st Paragraph> Tell the employer why you are writing. List the position or title of the job you are applying for and the competition number. Inform them how you heard of the job opening or organization. If applicable, mention who referred you.

<space>

<2nd Paragraph> Refer to the enclosed/ attached application and resume. Mention 2 – 3 of your best and most appropriate qualifications or skills for this particular position. Say what you know about the company, based on the research you have done. If you can, let the employer know a particular place in the company in which you would fit. Describe any information that is directly related to the position you want.

<space>

<3rd Paragraph> Thank you for your time and consideration. I look forward to discussing my qualifications and how I could become an asset to your organization. Please do not hesitate to contact me at (xxx) xxx.xxxx or by email at youremail@place.com. → if you intend on following up, let them know the timeframe for a follow up.

<space>

Salutation (ex. Yours Truly, Thank you, Sincerely, Respectfully, etc)

<space>

<space>

<space>

<space>

Your Name, Typed

Leave spaces for handwritten signature.
If emailing, choose a cursive font

<space>

Encl. Resume.

Indicates that attached to this cover letter is your resume