

Cover Letter Outline

Your Name
Your Address

Date

Contact Name
Position (if provided)
Company Name
Company Address

**Note: If a contact name is not available, can use Re: Position Title (instead of To Whom It May Concern or Dear Sir/Madam)*

Dear (Insert Contact Name Here),

First Paragraph:

- Why you are writing – refer to advertised position, where you saw position advertised; if you have talked to them previously, say so
- Briefly discuss why you are interested in the role and/or organization. *Show in your reference to the employer that you have researched the organization and understand the nature of the work it does.*
- Marketing pitch/thesis statement to explain why the employer would be interested in you – i.e. briefly match 3 or 4 of your skills to the employer's requirements

Middle Paragraphs:

- Using your marketing pitch/thesis statement as a guide, highlight your skills and experience relevant to the position advertised
- Give specific examples of the relevant skills to show how you demonstrated them and where; the examples can be related work or volunteer experience, extracurricular activities, interests, education/training, or any other qualifications you may have for this type of work
- Where appropriate, elaborate on your courses and/or projects
- Focus on what contributions you can make to the organization rather than how you would benefit from the experience if you are hired

Final Paragraph:

- Thank them and indicate you are looking forward to meeting them to discuss your qualifications further
- Can also reiterate fit with the position and organization

Sincerely (or Regards),

YOUR SIGNATURE (Sign if you're handing in a paper copy)

Your Name



Cover Letter Worksheet

Remember to use the same font and layout as your resume.

Write your personal information: This section should be at the top center of the page. Use the same contact information that you did on your resume (name, email address and phone number).

Date and Company Information: List the date. Two spaces below the date put the following: Name of the contact person, their designation (e.g.: Manager), name of organization, complete street address including postal code.

Referencing the job title: Example – Re: Assistant Account Clerk

If the employer has provided you with a name, put “Dear Mr./Ms.” and their surname. Avoid using phrases like “Dear sir/madam”, “To Whom it May Concern” or “Dear Hiring Manager”

First paragraph: The first paragraph should make reference to the position, where you found out about it (e.g. which website), a sentence or two about your genuine interest in the job and the company and a thesis statement which contains highlights of the relevant skills and experiences for the position on which you will be elaborating.



In the next 2-3 paragraphs: discuss how your experiences, skills, education, projects, volunteer work are relevant to, and matches the position requirements. Focus on evidence-based statements rather than listing duties (avoid saying exactly the same things you put on your resume).

Final Paragraph: Use this paragraph to:

a) Reiterate your interest in the position and remind the employer why you are a strong candidate for the position; b) Thank the employer and request a meeting. Two spaces below the last sentence type the word Sincerely; two spaces below that type your name.



