



## Cover Letter Template

Your Name  
Mailing Address  
City, State/Province  
Postal / Zip  
Telephone Number(s)  
Email Address

Today's date

Company Contact's Name  
Professional Title  
Organization Name  
Address  
City, Province/State  
Postal / Zip

Dear Mr. (or Ms.) last name,

**Opening Paragraph:** Establish a connection with your reader. The position you are applying for (including the competition number, if given). Where you found the job posting (name and date of publication). If referred, give the name of that person. Your interest in the vacant or posted position.

**Main Body:** The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. Explain knowledge, skills and experiences you have that will make you successful in the position. Talk about classes or courses you have taken etc. Think about the skills you have gained from what you have done and how those could relate to the duties of the position you are applying for. Highlight related accomplishments that will make the reader want to learn more, which will lead them to your resume. The goal is to show the employer that you have all the requirements to succeed in the position.

You should not summarize your resume! You may incorporate a bullet point format here summarizing your key strengths related to the posted position.

**Closing Paragraph:** State your interest in meeting with the employer for an interview. Make it easy for the person to contact you - list one or two phone numbers where they can reach you or leave a message number or e-mail address. You might mention that if you do not hear anything from the potential employer in two to three weeks time that you will call to follow up this letter to see where they are in their process. Finish by thanking them for their attention and express a desire to meet them sometime in the near future.

Sincerely yours,

*Your handwritten signature*

Your name (typed)

Enclosure: resume.