Guidelines for a Cover Letter

FIRST & LAST NAME
Home / Apartment / Unit #
City, Province, Postal Code
Phone, Email

Date of Letter

Individual's name
Job Title
Name of Business/Organization
Street Address City, Province
Postal Code

Dear Mr./Ms._____:

Introductory paragraph. Your opening paragraph should spark the interest of the employer. State why you are writing, how you heard of the opening, and why you are interested in the organization.

Body paragraph #1. This paragraph should create desire to read further. Refer the reader to the enclosed resume and give additional information concerning your background and interest. Demonstrate how your interests, education and experience match the specific job requirements. Describe specific qualifications, you think would be of greatest interest to the employer, keeping in mind their point of view. If you have related experience or specialized training, be sure to point it out. Don't make the common mistake of saying, "I'd like a position so I can gain experience in my field"; show the employer what you will be able to do for the organization.

Body paragraph #2. Based on your research of the organization, indicate what the employer has that is of interest to you and how this relates to your skills and previous experience. Be sure to relate the information about the employer back to what you have to offer. It is the employer's expectation that you are already familiar with the organization to some extent. For this reason, it is critical that general knowledge of the organization not be stated here without making the connection to your skills and experience.

Concluding paragraph. In your closing paragraph ask for action. Request an opportunity to meet to discuss your qualifications for the position. State your availability. Give your contact information (both phone and email) and a time when you can be reached. Thank the employer for their time and consideration.

Sincerely,

(Handwritten or scanned signature of full first and last name)

Type your name here
Enclosure (# of pages to follow)

Career Services

Requirements vs. Qualifications Analysis

EMPLOYER'S REQUIREMENTS	MY QUALIFICATIONS