

Cover Letter

(INSTRUCTIONS: Start at the top of the page, use regular (not too fancy) font and size 12. This is an official document, so use formal English, no slang; spell check and proofread.)

Your Street Address
City, Province
Postal Code

3

Date (standard format)

3

Mr.(s) Full Name of Contact
Title or Position of Contact
Company Name
Street Number and Street Name
City, Province
Postal Code

2

Dear Mr.(s) Last Name:

2

Introductory paragraph – Why are you writing? Show Interest!

2

Second paragraph – What do you have to offer? How do your skills, interests and experience relate to what the employer seems to need? Base your comment on words and phrases used in the **job description**.

2

Third paragraph – Why are you interested in working for this company? Demonstrate that you know something about it.

2

Concluding paragraph – Summarize your appropriateness for, and interest in, the position. Ask courteously for an interview with the contact person and give your phone number. Say thank you for your time.

2

Sincerely,

5

(space for signature in blue or black pen)

Your Typed Full Name

2

Enclosure (indicates your resume, transcript, application form etc. are attached)