

Cover Letter Sample

(Note: Do not type information that is in italics)

Full Names

Full Street Address *(no abbreviations)*

City, Province Postal Code *(note comma, then 4 spaces before Postal Code)*

Phone Number

X

X

X

X

Current Date *(spell it out)*

X

X

X

X

X

Mr./Ms./Mrs. Full Name of Person, Title

Name of Company

Full Street Address *(no abbreviations)*

City, Province Postal Code

X

Dear Mr./Ms./Mrs. _____

X

Paragraph 1 - Give Background

Tell them who you are? Why are you writing and where did you find out about the job.

X

Paragraph 2 – Give Details

Tell them about your skills and/or experiences that are specific to this employer's needs or this job's requirements. Highlight your best skills, education and experiences. Be specific with what you have done; give details. Tell them to please find attached your resume for further details.

If there are a lot of details, you may put education in paragraph two and experience in paragraph three. Your letter will need four paragraphs if you do this.

X

Paragraph 3 – What Action Do You Want?

If the reader has any questions, tell them how to get in touch with you. Tell them when you are available for an interview. Thank them for considering you and tell them you are waiting to hear from them about an interview.

X

Yours truly

X

X *(You use a pen to sign the letter in this big gap)*

X

X

Your name typed