

Cover Letter Template

Your Full Name
Full Address
City, Province
Postal Code
Telephone Number
email

{insert 1 or 2 blank lines}

Date

{insert 3 or 4 blank lines}

Name of person to whom you are supposed to address the cover letter

Company Name

Address

City/Province

Postal Code

{insert 1 line}

Re: Posting # XXXXX OR POSITION YOU ARE APPLYING FOR

{insert 1 line}

Dear Mr./Mrs./Miss/Ms/ Last Name or Sir or Madam

{insert 1 line}

Introductory Paragraph – indicate your reason for writing, the name of the position, and how you found the opening.

{insert 1 blank line in between your paragraphs}

Body – outline your skills and highlight WHY you are perfect for this job. Make reference to your resume. Ex. “As you can see from my resume, I have experience . . .” It’s a good idea to write one paragraph about job/school experience that has given you certain skills, and then another paragraph on extra-curricular activities and what skills you have demonstrated there. This section should be one to three paragraphs long, depending on the paragraphs’ length.

{insert 1 blank line in between your paragraphs}

Conclusion Paragraph – indicate how much you look forward to meeting with the employer to discuss your qualifications.

{insert 1 or 2 blank lines}

Sincerely,