



Here's the basic format for a cover letter:

Applicant's Address
City, Province
Postal Code

Date

Employer's Name and Title
Company Name
Company Address
City, Province
Postal Code

Re: (Add title of the job you are applying for along with the competition number if available)

Dear (Employer's Name):

Opening (Introduction)* - grab the employer's attention! Create interest by using a motivating opening line. State the exact position being sought. Relate when and how you learned about the position.

Body (Development) - in one or two short paragraphs, tell the employer how your skills, qualities and qualifications match the requirements of the job. This information should be linked specifically to the job being applied for. You may highlight a particularly relevant accomplishment here. While you don't repeat what you've written in the résumé, you can highlight or re-word experience you have had.

Closing (Wrap Up) - ask for an interview and give the employer your specific contact information and availability. Thank the reader for their time and consideration.

Sincerely,

(Signature)

*Note: Do not include the paragraph titles that are in **bold letters** in the cover letter (ie: Opening, Body, Closing).

These interview tips have been brought to you by the Work Room Career Resource Centres. For more information on how they can help you with your job search visit;

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