

Cover Letter Template

Applicant's Address
City, Province
Postal Code

Date

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

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)

This template provided courtesy of The Work Room Career Resource Centres @ careersthatwork.ca