



# How to Write A Cover Letter

You may be wondering, “*Do I really need a cover letter?*” The answer is yes!

While a resume describes your background in detail, the cover letter explains how you are the right fit for the job you are applying. Using the same cover letter for all jobs does not work. You need to target your cover letter to sell your value for each position.

A cover letter can impress an employer, as it shows them that you have taken the time to address their needs.

## To Prepare

- Ask yourself, what does this company really need and how can I add value to this company?
- For each company, research their values, mission statement and hiring manager.
- Include some information learned in your research when writing the letter.
- Find and use the correct hiring manager’s name when writing the letter (for example, “Dear Mr. Wilson”).

## Writing the Letter

- Keep your contact information consistent. Use the same format and font as on your resume.
- Write in simple, clear language.
- Use bullet points to highlight examples of your skills and accomplishments that match the specific words and requirements in the job posting.
- Use phrases like “I am confident” or “I am convinced”, not “I feel” or “I believe”.
- Keep your cover letter to one page.
- End your cover letter with a strong statement about what you will do next.

## COVER LETTER SAMPLE

Your Name

Your phone number(s)

Your address

Your e-mail address

Date

Hiring Manager's Name, Title

Company Name Address

City, Province, Postal Code Dear (Name of Contact):

### **1st Paragraph — WHY ARE YOU WRITING THE LETTER?**

- The first line should get the employer's attention, for example; "As an experienced production supervisor with a successful background in process improvement..."
- Explain why you are writing the letter, for which position you are applying and where you found the job posting.
- Include information you have gathered in your research to show your interest in the company.
- If you were referred by someone, make sure you mention his or her name.

### **2nd Paragraph / 3rd Paragraph — WHAT DO YOU HAVE TO OFFER?**

- Give details about your professional and educational qualifications.
- Highlight your skills, experience and accomplishments to show how you will add value to their company.
- Use bullet points to outline four or five main selling points about yourself.
- Comment on experiences from your resume that are important to the job for which you are applying.
- If you are applying to a specific job posting, be sure to include words directly from the posting to match your qualifications and experience to the position.

### **Closing Paragraph — REQUEST ACTION**

- Express that you are a perfect fit for the job.
- Ask for an interview.
- Include a date and time when you will contact the employer to talk about your application.

Sincerely, (Sign here)

Type your name