

Sample Cover Letter Format

Today's Date

Name
Street Address
City, Province
Postal Code

Name of organization
Department or Business Unit you are applying to
Street Address of organization
City, Province
Postal Code

Reference: Position Name, Job ID #:

To whom this may concern,

First Paragraph

- Provide the title and number of the position you are applying to and explain how you found out about the position (webpage, newspaper ad, radio)
- Write a sentence or two summarizing the benefits you would bring for an employer
- State why you are interested in the organization and the position
- Let the reader know (briefly) that you are familiar with the organization
- State what date you would be available to start work
- Finish with a statement of how you can meet the employer's needs (not how they can meet your needs). Be assertive but polite and accurate.

Middle Paragraph(s)

- One or two **short** paragraphs here
- Explain why you are applying for this position or type of work
- Put the most important information, and paragraph first
- Provide information relevant to the particular job
- Convince the employer to read your resume
- Highlight your skills and accomplishments, especially those which match well with the key skills listed in the job description.
- Use key words in the job description in your cover letter

Final Paragraph

- Refer to the enclosed resume.
- Mention you would like an interview to provide more information.
- Include your phone number and cell number if available, and inform the employer of the best time to reach you. Also include your email address.

Sincerely,

Your Name
Encl.