

FIRST LASTNAME

Phone | [Email](#) | [LinkedIn](#) | City, ON |

Date

Name of Hiring Manager, Position Title
Company Name
Company Address
City, ON
Postal Code

Re: (if there is a reference number for the position you are applying for)

Dear Hiring Manager, (or contact name if you have it – Mr./Ms.),

Paragraph 1: State why you are interested in the position and show you have the essential requirements. Attract the reader's attention. You may consider including something about the company to show you have done some research and connect it to why you are genuinely interested in the position. If you have been referred by someone, you should mention that in the first paragraph.

Paragraph 2: Delve deeper to provide information about past work/volunteer experiences, coursework, and relevant skills that will contribute to your success in this position. Make sure you use the job posting as a guide/checklist to determine what information to include. Write with the employer in mind – what will they care about the most?

Paragraph 3: Short and sweet. Thank them for their time and consideration. You may also consider making one final statement to remind them of your skills and experience. You don't need to list your contact information because it is in your header.

Sincerely,

First Lastname

Commented [A1]: Your contact info formatting should be the same as the header on your resume and references page.
Include your customized LinkedIn url if your profile is up-to-date and professional.
You don't need to include your full mailing address.

Commented [A2]: A cover letter shouldn't be more than 1 page long and should ALWAYS be tailored to the specific job posting.

Commented [A3]: Date of submission.

Commented [A4]: Include information about the company and tie that information back to you to answer the question "why do you want to work here/why would you be a good fit/why do you want this job?"

ALWAYS remember you should say what you can do for the company, not what the company/job can do for you/your career

Ex. At (company name) you strive to.... This aligns with my professional goals, as I also try to incorporate into my work as a ...

DO NOT SAY: This position is interesting to me because your company will provide me with a stepping stone to reach my long-term career goals and I can further develop my skills in...

Commented [A5]: Sometimes a job posting is categorized by skill sets for ex. Communication, Community Outreach, Administration, Diversity & Inclusion, etc. so you may choose to organize your cover letter in categories to match the posting.
You may also choose to use bullet points instead of paragraph form.
Provide examples whenever possible.