

Cover Letter Breakdown – Quick Tips

Impactful Introduction

3-4 sentences carefully written to grab the employer’s attention and explain why you want the job

- Explain why you’re interested in the position/company
- Demonstrate some company research (esp. for larger organizations)
- Tie it all together to tell them why you’d be a good fit for the job

Memorable Middle

1-2 paragraph(s) (1 paragraph can be bullet points) explaining your education, skills, experience, and overall suitability for the job

- Describe your relevant qualifications (connect their needs with your abilities – must use keywords and industry phrases from the job posting)
- Lead with your relevant hard/professional skills/knowledge/experience
- Follow with relevant soft skills in the third paragraph if necessary

Convincing Closer

3-4 sentences that summarizes your interests/qualifications for the job and outline ideal next steps

- Summarize your interests/qualifications in 1 sentence
- Express desire to meet for an interview (known as a call to action)
- Thank the employer for their time and consideration
- Sign-Off (e.g., “Sincerely”), Your Digital Signature

Example 1: I was very excited when I saw the **Quality Systems Co-op position** available with Assured Quality Solutions because I truly admire your company’s legacy and pioneering role in the field of healthcare and innovation. As a forward-thinker myself, I am always looking to find creative solutions to solve complex problems and would love the opportunity to leverage my solutions-oriented mindset, collaborative skills, and previous experience to assist your Quality Compliance Department with continuous improvement initiatives.

Example 2: It is with extreme interest that I submit this application for the **Youth Support Worker** position available at Hamilton House. What excites me about this opportunity is not only the fact that I would be working for an organization that continued to provide critical services for our most vulnerable during the height of the pandemic, but that I would also be working for a company that shares the vision of working together to build healthy and resilient communities founded on the principle of social justice for all. I have always been an advocate for those most vulnerable in our society and have become committed to fighting for the inclusion of all people – including the right to education, employment, and basic health and human services. I am excited to bring my passion, strong work ethic, and experience to your team make a difference in the lives of clients living at youth services.

Example 3: I was very excited when I saw the **Communications Coordinator** position available with Sustainable Designs because I truly admire your company’s mission to help pioneer a sustainable future across the globe as well as share your commitment to giving back to local communities through charitable efforts and access to education. As a recent graduate of the Public Relations program at Mohawk College, I would love the opportunity to work for a company that I truly believe in and aligns with my personal values and would love to bring my digital marketing expertise, project management skills, and previous experience to assist your Marketing Communications Manager and I am certain that I would make a valuable addition to the team.