

Cover Letter Quick Guide

General Hints

- Don't repeat your entire resume, your cover letter should be focused on only skills that you think are important for the position
- Use a good quality, standard size paper, the same type as your resume
- Proofread your letter, and ask someone else to read it over as well
- Make sure that you have the current date and correct employer address
- You can use an email as your cover letter, but keep it concise and to the point
- Keep a copy of the cover letter for your files so that you can refer back to what information you sent them if you asked to come in for an interview

Opening Paragraph

- If you are going to address your letter to a specific person double check the spelling of their name
- If you have not been given a contact name then alternatively you can delete the salutation altogether and use the position title as the salutation (ie. RE: Labourer Position)
- Refer to the job that you are interested in (include a job reference # if applicable) and where you saw the job posting. If you have an internal contact within the company make sure to state this in your opening paragraph

Middle Paragraph

- Address what skills that you have that directly relate to the position and give examples from real life situations
- Always back-up your skills by providing examples from past work, education or volunteer experiences
- Remember that you not only have to state your skills, you have to prove them as well

Closing Paragraph

- State that you are interested in being considered for an interview
- Give your phone number or email again for contact information
- Tell them what follow-up you will be conducting (ie will be calling to follow up etc.)
- Be sure to type your name and leave room above if for signing your name



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