

BASIC CONTENT OF A COVER LETTER

Your Street Address
City, Province
Postal Code

Current Date

Name of Recipient
Position Held by Recipient
Name of Company/Organization
Address of Company
City, Province
Postal Code

Salutation:

Introductory Paragraph – Indicate the position to which you are applying, where you heard of the opening and why you have an interest in applying.

Middle Paragraph(s) – Describe your understanding of the position and the organization, while stating how your skills and experience directly relate to them. Provide a summary of your accomplishments and education to demonstrate that you are qualified for the position and capable of making a contribution to the company.

Closing Paragraph – Indicate your interest in an interview, where you may be contacted and when you plan to follow up.

Complimentary Closing,

Signature

Your Name (typed)

Enclosure