

# Example: Crafting Cover Letters

**First Name Last Name**

123 Address, New Westminster, BC V1V 2V2 ♦ 604-123-4567 ♦ myname@email.com

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Date

Full Contact Name

Position Title

Organization Name

Street Address

City, Province Postal Code

RE: Competition and/or Job Posting Title and #

Dear Mr. or Ms.\_\_\_\_\_: (or Dear Human Resources Manager or Hiring Manager if name is unknown)

**Opening Paragraph . . .** WHY are you writing them this letter? And why are you interested in the position that you are applying for? Why do you want to work for their company? Where did you find out about this position? (Try to answer these questions and it is preferable that you do not start your letter with I.) Try to open with something memorable. People want to know you really WANT to work for them and that you are unique.

**Sell Paragraph (s) . . .** WHY YOU? You may highlight a few major points that showcase your background and skills. Illustrate how your qualifications match their needs. Use examples from work/research/teaching experiences. You may use more than one paragraph and you may use a bullet format to make your points. Write this paragraph for them and make sure that you target each letter that you write.

**Optional Paragraph . . .** WHY THEM? Do your research on the organization. Know their values, mission etc. Make sure you demonstrate how you can *add value* to their organization through your **unique** experiences, your personality and/or your unique outlook/philosophy.

**Closing Paragraph . . .** Summarize why you want to work for their organization and how can they get in contact with you for an interview or if they may need additional information. Provide them with your phone number and professional email. *"I look forward to discussing this position and my qualifications with you in further detail."*

Sincerely,

*Electronically sign your name* (option: scan and insert your original signature)

First Name Last Name

Enclosure or Enc.: Resume