

Cover Letter Outline

Your address
City, province, postal Code

Date

Name of Recipient
Recipient's position title
Company name
Street address or box number
City, province, postal code

Re: Position Title (Job Reference Number, if applicable)

Dear Mr./Ms. Last Name: Address a specific person, not Sir/Madam. If you're not sure whether the person is male or female, don't use Mr./Ms. and use the person's full name instead (e.g., Dear Pat Walker).

First paragraph: Explain your reason for writing. If you are applying for a specific job, say so and state how you heard about the opportunity. If someone referred you to the employer, name that person (for example, Joe Davis, your customer service manager, suggested I write to you). If you're not applying for a specific job, just say that you are interested in working for this organization.

Middle paragraph(s): Explain what makes you a good fit for this position or type of work. Point out any key experience (including volunteer or school experience) that qualifies you for the position. Keep your paragraphs short. If you are responding to a job posting, explain how your skills and experience match those described in the posting.

Last paragraph: State that a resumé or application is enclosed for more information. Offer to provide additional information, if needed. Request an interview. If appropriate, let the reader know you will be checking back to set up an appointment.

Sincerely,

Your Name

(If you're sending your resumé in hard copy, leave three lines for your signature before your name. If you're sending it electronically, you don't need to leave space before your name.)

Enclosure