

# FES Works!

## Sample Cover Letter

Date

Ms./Mr. Employer, Director  
ABC Organization  
1000 Main Street  
Anywhere, Canada 000 000

Dear Ms. / Mr.

**FIRST SECTION:** State why you are writing, name the position or type of work for which you are applying, and mention how you heard of the position or the organization. Consider a bit of creativity in your opening paragraph to hook the reader. Is there information about the company or at least the industry you could mention—maybe an article you have read? Avoid starting every paragraph with the word “I.” End the first paragraph by clearly stating the skills you possess which best qualify you for the position.

**SECOND SECTION:** Explain why you are interested in working for this employer and specify your reasons for desiring this type of work. If you have had experience, be sure to point out your particular achievements or other qualifications in this field or type of work. Refer the reader to your attached resume without simply restating its content. This is your chance to expand upon your experience and qualifications.

**THIRD SECTION:** Mention attachments. Have an appropriate closing to pave the way for the interview by asking for an appointment, giving your phone number, or by offering some similar suggestion to facilitate an immediate and favorable reply. Also, indicate how you can be contacted. You want the employer to take some action.

Sincerely,

An appropriate close has four hard returns between sincerely and your typed name. (Do not forget to sign your letter in the space above your typed name.)

<Type your name here>

Your Return Address  
City, Province, Postal Code  
Telephone with area code

Encl. (refers to your resume)

Att. (refers to your attachments)