

First Name Last Name

myemail@stfx.ca | Tel: 902-863-**** | LinkedIn URL

Date

Employer's Name

Employer's Title

Name of the Organization

City and Province Postal Code

Re: Specific job title or posting number. (optional)

Dear Dr./Prof./Mr./Ms./Mrs. (name of employer):

INTRODUCTORY PARAGRAPH: State why you are writing, naming the specific position for which you are applying. If you are writing a solicited letter of application, explain how you learned about the opening. This paragraph only takes 2-3 sentences. Remember: Cover Letters are single-spaced. Use a full white space to separate your paragraphs.

SECOND PARAGRAPH: Tell the employer what you can offer him/her. Demonstrate that the skills, experience and education that you will meet his/her needs. Use active verbs to emphasize your capabilities (e.g., planned, organized, designed). Refer briefly to accomplishments that are relevant to the job for which you are applying. Identify at least one thing about you that is unique - that makes you the best candidate to fill the organization's needs. If you are answering a job ad or a job request, be sure to address all of the requirements the employer stipulated. For example, if she/he requires a computer language or hospital experience, indicate that you have these requirements.

The "second paragraph" can be broken into two paragraphs depending on where you pull the proof. For example, you might have one paragraph that links your education to what the employer is looking for in the job ad and you might have another paragraph that links work/volunteer experience to what the employer is looking for in the job ad. Once you state you have a skill in your cover letter, do not repeat the skill in another area of your cover letter.

THIRD PARAGRAPH: Explain briefly, why you are interested in working for this employer. If possible, reveal some knowledge of the organization to which you are applying; explain why this organization and/or position interests you. Refer your reader to the attached resume; invite him/her to seek out more information about you there.

CLOSING PARAGRAPH: Open the door for an interview. Request an appointment to discuss the opening. Provide your telephone number. Use a confident tone!

Yours truly,

Your Signature

Your Name Typed