

DID YOU KNOW...

If you are unsure of the contact person, you can use "Dear Human Resources" or "Dear Hiring Committee"?

DID YOU KNOW...

You should utilize the same header on your cover letter and resumé?

Full Name

Home Address

Phone Number Email Address

Date

Employer's Full Name
Business Address
City, Province

Re: Position Title (Position Number)

Dear Employer's Full Name,

Introduction

- Identify the target position
- Communicate why you are interested in the organization
- Tell the organization why you are the best fit for the position

Body

- Pick 2-4 key skills or qualifications relevant to the role you are applying to
- Share a personal story that demonstrates the skills previously mentioned using the STAR method (**S** - Situation, **T** - Task, **A** - Action, **R** - Results)

Closing

- Indicate your availability at their convenience, contact information and any follow-up procedures

Sincerely,
Applicant's Full Name

DID YOU KNOW...

Learning about the Mission, Vision, and Values of your target organization can help you communicate your interest?

DID YOU KNOW...

You must tailor your cover letter for each job you apply to?

DID YOU KNOW...

Your body section can be 1-2 paragraphs in length (STAR stories)?

DID YOU KNOW...

You can include testimonials or positive feedback from your supervisors, customers, or professors within your STAR story?

Cover Letter Formatting Checklist

- ✓ Is it 3-4 paragraphs (Introduction, Body & Conclusion)?
- ✓ Is there enough white space without it looking too sparse?
- ✓ Did you check for grammar and spelling?
- ✓ Is it structured as a business letter?
- ✓ Did you use personal pronouns (I, me, my)?