Tip: When sending your documents to employers via regular mail, print your **mailing envelopes** using a computer **printer –** just as you would print your cover letter and résumé. Handwriting looks less professional. Also, use a LARGE envelope so that you avoid folding your documents.

Components of a Cover Letter

Full Name
Address
Telephone Number with Area Code
E-mail Address

Tip: You can copy and paste your name and contact information from your résumé. This way, both documents look like a matching set.

Tip: Make sure your letter does not include any spelling or grammar errors. **Proof-read your letter very carefully.**

Date

Contact Person
Title
Company/Organization
Address
City, Province
Postal Code

Tip: To have the best chance of success, **write a unique cover letter for every prospective employer**; although you may likely use much of the same content. A cover letter should always be printed on only one page. It should be clear, focused, and never longer than absolutely necessary.

Dear Contact Person,

Always use the hiring person's **NAME** if possible, as this makes the most favourable impression. If you don't know the name of the contact person, use either their job title, as in "Dear Director of Finance." If you have no identifying information, then write "Dear Sir or Madam." **Titles**: Use "Mr." for a man and "Ms." for a woman. Only use "Mrs." If you are certain the person uses this title; if you are unsure, use "Ms." If you are unsure if the person is male or female, simply use "Dear." EX: Dear Jamie Jones.

1st Element : What position are you applying for? – 1 paragraph
Why did you choose THIS organization?

- State the position that you are applying for.
- Demonstrate your knowledge of the organization's products, services, or the industry.

Talking about the organization demonstrates sincere interest and shows that you have done your **research.** Unfortunately, most job seekers often leave this 1st element out, and end up talking only about themselves.

2nd Element: Why should the organization consider hiring YOU? – 1 to 3 short paragraphs

- Arouse the employer's curiosity by summarizing brief facts about your academic background, relevant work experience and appropriate personal qualities/transferable skills that will make you stand out.
- Fulfill the requirements for the position in terms of your experiences.
- State a specific skill or ability required for this position – use key terms.
- Be brief and focus on the position.
- Balance warmth, enthusiasm, confidence and professionalism.

In the 2nd element, you are making a case that you are a **GOOD FIT** for the job. So whenever you mention a specific skill, **GIVE A CONCRETE EXAMPLE** of how and/or when you obtained that skill or ability.

3rd Element: Let's Get Together! – 1 paragraph

- Take the initiative - request an interview! State when you are available and how you can be reached at (514) 555-5555 (your phone number)

Thank you for your time and consideration,

Don't forget to say thank you. This is not only polite but demonstrates that you acknowledge the reader's effort in taking the time to read your letter.

Your Signature

When sending a **hard-copy** of your cover letter, always **sign** your name in either blue or black ink. Do not include this when sending your letter via e-mail. Also, never use a font in WORD for your signature that *looks like handwriting!*

Full Name

COVER LETTER TEMPLATE 1-5

This document is meant only as a general guideline for your cover letter. For individual cover letter assistance, please make an appointment at CAPS. Visit http://caps.concordia.ca or call our office at 514-848-2424 extension 7345.