



# Your Name

Street Address, City, Province, Postal Code • Phone Number • Email Address

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Date

Contact Person

Job Title

Company/Organization

Address

City, Province/State, Postal/Zip Code

Shé:kon/Dear Contact Person,

## Paragraph 1: Introduction

- What position are you applying for? With what company/organization?
- Why did you choose *this* organization?
- Demonstrate your knowledge of the organization's products/services and positive reputation.
- State why you believe you would be an asset to the employer.

## Paragraph 2: Elaborate on your education/skills/abilities

- Why should the organization consider hiring you over the next candidate?
- What do you believe you can offer the employer?
- Summarize brief facts about your academic background, relevant work experience, and personal qualities/skills that will make you stand out.
- Elaborate on your resume; don't repeat it.
- Use key words that relate to the position and job description.
- Be confident, enthusiastic, and professional.

## Paragraph 3: Conclusion

- In one sentence, reiterate why you feel that you are a perfect fit for the position.
- Mention that your resume or references are attached, or that they can request references, portfolio, etc., if not directly asked for in the job posting.
- State when you are available and how to contact you (email/phone).

Niawenhkó:wa/Thank you for your time and consideration,

*Your Signature*

Your Full Name

Enclosure

## COVER LETTER TIP SHEET

- Research – Do some research on the organization/business to show that you are genuinely interested and have knowledge on who they are/what they offer.
- Get inspired – View sample cover letters online for the type of job you are applying for. Never copy and paste an online cover letter.
- Maintain the same feel - Match your formatting, paper, font, and contact information with your resume for clarity and continuity.
- Personalize it – Address your letter to a specific person. Do not use ‘to whom it may concern’.
- Keep it concise – Do not repeat everything you have stated on your resume, but expand on it briefly. Also, your cover letter should not exceed one page in length.
- Make the connection – Specifically explain how your skills will match the job requirements.
- Use action verbs – Skip the “I did’s” and use more interesting language that relates to your accomplishments (i.e. developed, coordinated, administered, communicated, organized, directed, reviewed...). Check some action verb lists online for job/industry specific language.
- Don’t wait for an opening – If there is a key organization you would like to work for, don’t be afraid to send a cover letter and resume for future openings. These are called “cold call” cover letters.
- Proofread – Always have a friend or your Employment Counselor read over your cover letter before you send it.
- Include your signature – Always sign your letter by hand. Don’t use a photocopy or a handwritten-look font.