COVER LETTER TEMPLATE

Your Name

Your Address
Your Phone Number ║ Your E-Mail
Linkedin
(Consider using the same letterhead you created for your resume)

Current Date

Employer Name
Title
Company Name
Address

Dear Mr./Ms. (Lastname): (*or "Dear Hiring Manager"*)

Re: Job Title and Company's Job Number *(Identify what position you are applying for and the employers job/competition number if there is one. Bold this line so it stands out.)*

First paragraph: *Briefly sum up your value to the employer by stating your interest in the position and the organization. You should also list your relevant education in the opening. Your goal is to capture the reader's attention and encourage them to read on! This paragraph highlights what you will expand on and demonstrate in your resume. Indicate the top two or three skills that make you a great fit for the position. You can also add a short anecdote about what you want for this job. Also try demonstrating your knowledge/interest in the organization by integrating something specific about what you know about them (i.e., mission/mandate, projects/activities, research interests, strategic goals) in relation to how you can contribute or skills you offer.*

Middle paragraphs: *Further highlight your suitability for the position by expanding on your skills through **specific examples** of your previous accomplishments (i.e., work experience and roles, volunteer experience, and/or academic examples). Think from the employer's point of view as you write. In what ways are you a good fit for the organization? Be sure to emphasize outcomes and results whenever possible. Try to keep your paragraphs to 3-5 concise, confident statements. Remember that this letter will serve as a writing sample so grammar/spelling is critical.*

*Use the **closing paragraph** to express your appreciation for reviewing your cover letter and resume. This is also a great place to let them know how they can easily contact you.*

Sincerely,

Your Signature (*John Doe*)

Typed Name
You might want to scan your signature and insert it for emailed applications.