

Basic Cover Letter Formatting

Your name, address, include your City, Province and Postal Code, Email, Phone, LinkedIn

Include your contact information at the top (use the same heading as you used on your resume). Additionally, you can put your contact information in the closing paragraph

Date

Put the current date next

Contact person's name, title (if known, if not address to Human Resources)

Organization Name

Street Address

City, Province and Postal Code

Address the letter to the contact person, if known, if not address to Human Resources followed by their mailing address

SALUTATION: "Dear Mr. Jones:" or "Dear Ms. Jones" (only use "Mrs." if known) or use "Dear Hiring Manager:" or "Dear Selection Committee:"

The salutation comes next. Use Mr. or Ms.; acceptable terms if no contact name use Dear Hiring Manager or Dear Selection Committee

INTRODUCTORY PARAGRAPH (*THESIS STATEMENT)

**Write a sentence similar to a thesis statement in which you define skills you have (that relate to the position). In the paragraphs that follow, you will further define how your education or previous work experience has specifically helped you develop these skills by using concrete examples.*

Start your cover letter with a compelling sentence. Tell the employer how you heard of the position and make a connection with the organization. You can accomplish this by discussing something you like about the company, the job, or their products and services.

Example: "I recently learned about the entry-level research assistant position you posted at Georgian College. My **research, analysis, and project management skills** make me an excellent candidate for this position. As well, I work collaboratively to achieve organizational objectives in team-based and deadline driven environments thereby contributing to the success of clients.

BODY PARAGRAPHS (PROOF STATEMENTS)

What to include:

1. In the example above, research skills were listed first, so begin by discussing your research experience – for example: "Throughout my work and academic experiences, I developed strong research abilities."
2. Follow with some examples that illustrate your research skills (work, volunteer, class projects).
3. Show how your experiences match with the specific job you are applying for
4. Move to the next skill listed in your thesis statement repeating Steps 1-3 for each skill you have mentioned in your Thesis statement.

The body of the cover letter is where you support your Thesis Statement from your Intro Paragraph; use examples and do not summarize your resume.

Make connections for the employer about how your skills meet their business needs

CONCLUSION PARAGRAPH

"In addition to the research, analysis, and project management skills I have just discussed, I am committed to a high level of customer service and I believe I am an excellent candidate for the entry-level research assistant position."

..... "I look forward to learning more about this position in a personal interview."

..... Please feel free to contact me (insert contact information).

In your first sentence, restate your thesis.

Include final comments and restate how the employer can contact you.

This paragraph should end with you thanking them for their time and consideration.

WRAP UP

Sincerely,

End the cover letter with a signature block; leave 4 spaces for your signature.
Hint – scan your signature and insert.

Insert Your Name