

# Guidelines For Writing a Cover Letter

Your Name  
Your Address  
Town, Province  
Postal Code  
Phone Number

This initiative funded by:



Place date here, for example, January 1, 2006

To Person  
Department  
Company Name  
Address  
Town, Province  
Postal Code

Dear Mr/Ms/Mrs/Miss \_\_\_\_\_,

(Be sure to call ahead if you do not know to whom you are writing. Remember to get the correct spelling. Your cover letter will be more effective if you address it directly to the person in charge of hiring rather than using a general statement such as "To whom it may concern".)

**Introductory Paragraph:** This paragraph should explain what position you are applying for and how you found out about it. For example, you might write, *"Please accept the attached resume as application for the Handyman position currently advertised with Sioux-Hudson Employment Services."*

**Contribution Paragraph:** This paragraph should discuss specific achievements and contributions you have made in other jobs that relate to the job you are currently applying for. Remember to highlight the skills that you have that are a requirement for the position. Hint: look for clues in the job ad as to what the employer is specifically looking for. For example, you might write, *"I am a hardworking and reliable individual who has successfully completed a two year training program in Maintenance and Repair. I am mechanically inclined and have three years of experience in this field."* Many people do not include enough relevant detail within their cover letter. Be sure to ask yourself "If I were in the place of the reader or prospective employer, is this information important to me?" Include as much detail as you can while keeping your letter to one page in length.

**Closing Paragraph:** This paragraph should define the next step. For example you might want to ask for an interview by writing *"I look forward to hearing from you to further discuss my qualifications in an interview. I can be reached at (807)737-1234."*

Sincerely yours,

(Don't forget to sign your letter here, many people forget to do this!)

John Doe



Sioux-Hudson Employment Services, Revised September, 2006

For more assistance with preparing cover letters please call to make an appointment with an Employment Counselor, (807)737-1672.

# Helpful Hints For Cover Letter Writing

**EMPLOYMENT  
ONTARIO**  
Your job is out there. We'll help you find it.

**EMPLOI  
ONTARIO**  
Votre emploi vous attend. Nous vous aidons à le trouver.

A cover letter is as important as your resume. It catches the employer's eye. It should be focused, well planned and well written. This is your opportunity to explain what position you are interested in, introduce your background, sell yourself and ask for an interview.

## When preparing to write your cover letter consider the following...

- ♦ ***Present a professional appearance:*** Use the same paper as your resume (white or off-white, good quality paper).
- ♦ ***Type it,*** unless the employer specifically asks for a hand written cover letter.
- ♦ ***Use an appropriate business letter format.*** You may wish to use the template on the reverse of this page.
- ♦ ***Keep it brief:*** A cover letter should not be more than one page in length. Highlight your qualifications and your resume will fill in the details.
- ♦ ***Have someone proof read your letter:*** It is a good idea to have at least one other person review your cover letter to ensure there are no spelling mistakes or grammatical errors. This is very important because errors can make you look careless and unprofessional. Spelling mistakes and grammatical errors in your cover letter could cost you an interview.
- ♦ ***If you are still uncertain about writing a cover letter call or drop by the office to meet with an Employment Counselor.*** The Employment Counselor can assist you in preparing a cover letter and proof reading for spelling mistakes and grammatical errors. For appointments please call (807)737-1672.

