



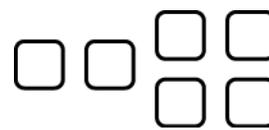
# Cover Letter

## TIP SHEETS

CODE	TITLE
CL - 1	How do I Write a Cover Letter?
CL - 2	Cover Letter Samples
CL - 3	How to Start and Close a Cover Letter

**Navigate this document in several ways:**

- use bookmarks
- use page icons
- use the scroll bars
- use buttons:  
the Table of Contents has buttons to each chapter (mouse over heading and click),  
and the bottom right of each page has a button that will get you back to the Table of Contents



HOW DO I

# Write a Cover Letter?

You may be wondering, “Do I really need a cover letter?” The answer is yes!

While a resume describes your background in detail, the cover letter explains how you are the right fit for the particular job to which you are applying. Using the same cover letter for all jobs does not work. You need to target your cover letter to sell your value for each position.

You want an employer to see your enthusiasm and sincere interest in their company and the job they need to fill. A cover letter can impress an employer, as it shows them that you have taken the time to address their needs.

## To Prepare

- Ask yourself, what does this company really need and how can I add value to this company?
- For each company, research their values, mission statement and hiring manager.
- Include some information learned in your research when writing the letter.
- Find and use the correct hiring manager’s name when writing the letter (for example, “Dear Mr. Wilson”).

## Writing the Letter

- Keep your contact information consistent. Use the same format and font as on your resume.
- Write in simple, clear language.
- Use bullet points to highlight examples of your skills and accomplishments that match the specific words and requirements in the job posting.
- Use phrases like “I am confident” or “I am convinced”, not “I feel” or “I believe”.
- Keep your cover letter to one page.
- End your cover letter with a strong statement about what you will do next.

### COVER LETTER CHECK LIST

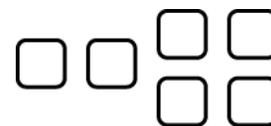
- My resume is focused on the job I am applying for.
- I have checked my resume for grammar and spelling errors.
- My letter is targeted to the job or company
- I want.
- I wrote the letter with the employer in mind.
- I answered the question, “Why should we hire you?”
- I checked for grammar and spelling errors.
- I asked someone to proofread the letter.
- I signed the letter (if mailing or faxing).
- I followed up with the hiring manager to ensure the cover letter and resume were received.

**Your Name**

Your phone number(s)

Your address

Your e-mail address



Date

Hiring Manager's Name, Title

Company Name

Address

City, Province, Postal Code

Dear (Name of Contact):

**1st Paragraph – WHY ARE YOU WRITING THE LETTER?**

- The first line should get the employer's attention, for example; "As an experienced production supervisor with a successful background in process improvement..."
- Explain why you are writing the letter, for which position you are applying and where you found the job posting.
- Include information you have gathered in your research to show your interest in the company.
- If you were referred by someone, make sure you mention his or her name.

**2nd Paragraph / 3rd Paragraph — WHAT DO YOU HAVE TO OFFER?**

- Give details about your professional and educational qualifications.
- Highlight your skills, experience and accomplishments to show how you will add value to their company.
- Use bullet points to outline four or five main selling points about yourself.
- Comment on experiences from your resume that are important to the job for which you are applying.
- If you are applying to a specific job posting, be sure to include words directly from the posting to match your qualifications and experience to the position.

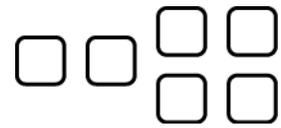
**Closing Paragraph — REQUEST ACTION**

- Express that you are a perfect fit for the job.
- Ask for an interview.
- Include a date and time when you will contact the employer to talk about your application.

Sincerely, (Sign here)

Type your name

# Cover Letter Sample



**TARIQ MOODY**

123-456-7890  
email@net.ca

100 Avenue Road  
Place, ON 1A2 B3C

May 25, 2008

Terry Jones  
Director of Human Resources  
ABC Hotel  
123 Oak Street  
Place, ON L6M 3V2

Dear Terry Jones:

## WHY WOULD I USE A BULLET-STYLE COVER LETTER?

- Bullets are simple, clear and easy to read
- Allows you to highlight your qualifications.
- Provides an opportunity to match

After 10 years as a Cook, I am very interested in applying my talents and leadership expertise to the Sous Chef position advertised on the Job Bank website (Job # 123456). After you read this letter and enclosed resume, I am sure you will agree we have a reason to meet. My qualifications include:

- Red Seal Cook with 6 years' experience in a four-star luxury hotel setting
- A track record of preparing top-quality meals and maintaining high standards of excellence
- Respected leadership skills with experience training and motivating staff to work as a team
- Experience in menu planning, food costing and estimating to ensure minimal food wastage
- Correct handling and storage of all food items, while meeting hotel standards and health regulations

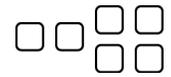
ABC Hotel's commitment to serving customers and the community is one that I sincerely share. As a cook for Action Resort, I earned a reputation for dedication, teamwork and an excellent work ethic.

This position sounds like a wonderful opportunity and I would welcome the chance to meet with you to discuss your needs and present my strengths in person. I will contact you next week to see when we can arrange a meeting.

Thank you very much for your consideration.

Sincerely,  
(Sign here)

Tariq Moody



123-456-7890  
email@net.ca

**TARIQ MOODY**

100 Avenue Road  
Place, ON 1A2 B3C

May 25, 2008

Terry Jones  
Director of Human Resources  
ABC Hotel  
123 Oak Street  
Place, ON L6M 3V2

Dear Terry Jones:

**WHY WOULD I USE A COMPARISON STYLE COVER LETTER?**

- Comparison style allows you to highlight examples of your successes and experience right next to the requirements of the job.
- Provides an opportunity to match qualifications.

Your search for a Sous Chef is over if you are interested in someone with Red Seal Certification who can work well with the Food and Beverage Team, develop modern and cost effective menus and provide effective leadership. I am very interested in applying for the Sous Chef position advertised on the Job Bank website (Job # 123456).

The following list summarizes my experience as it matches your requirements:

**Your Requirements:**

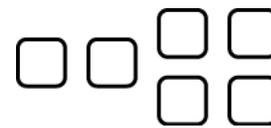
**My Experience & Skills:**

Over 7 years' experience	10 years of cooking experience, including 6 years in a four star luxury hotel setting
Strong work ethic	A track record of excellent customer service earned through preparing top-quality meals and maintaining high standards of excellence
Leadership skills	Respected leadership skills with experience training and motivating staff to work well as a team
Planning and organizational skills	Experience in menu planning, food costing and estimating to ensure high quality, minimal food wastage and general success
Safe food handling & sanitation	Correct handling and storage of all food items, while meeting hotel standards and sanitation and health regulations

ABC Hotel's commitment to serving customers and the community is one that I share sincerely. As a cook for Action Resort, I maintained an excellent attendance record and earned a reputation for loyalty, teamwork and an excellent work ethic.

This position sounds like a wonderful opportunity, and I would welcome the chance to meet with you to discuss your needs and present my strengths in person. I will contact you next week to see when we can arrange a meeting. Thank you very much for your consideration.

Sincerely,  
(Sign here)  
Tariq Moody



HOW TO

# Start and End a Cover Letter

Review the phrases below for examples of how to start and end your cover letter. How you begin and end the cover letter depends on who will be getting the letter and why you are sending the letter.

## Sample opening lines

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### No job is advertised

- I have been researching your company over the past few weeks, and I am impressed with the high quality products you provide for the automotive industry. My 7+ years' experience...
  - Through my research of several companies in the graphic design field, I was very impressed by XYZ and your exciting projects. I would be very interested in meeting with you to discuss how my background could add value to your company. As you'll see on my resume, I have 5 years' experience...
- 

### Someone referred you to the company and you are using their name

- A colleague of mine, John Smith of ABC Company, recommended that I contact you about positions in your Logistics Department...
  - Bill Way, my former Manager, suggested that I send you my resume for the position of Accountant at your city location...
- 

### Responding to an advertised job posting

- Your recent job posting for a Call Centre Supervisor requires skills and experience that I have demonstrated in my career – most recently as the Supervisor for ABC's Call Centre department. In my 8 + years' experience I have ...
  - The Administrative Assistant position you advertised in today's local newspaper is a perfect match to my own skills, experience and training. For the past five years, I have been working in an administrative support role...
- 

### Following up after an in-person or phone discussion with an employer

- Thank you for taking the time to speak with me on Monday morning about the exciting marketing opportunity...
- As you suggested on the phone this morning, I am emailing you my resume for the position of Maintenance Manager...



## Sample closing lines

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### No job is advertised

- I would like to stop by, introduce myself and discuss how my skills and experience might be a good match for your company. I will contact you this week to discuss a possible meeting. Thank you for your time and consideration.
  - If you agree that my education, skills and experience meet your needs, I would appreciate the opportunity to meet with you. Please expect my telephone call in the coming week to arrange a meeting. Thank you for your time and consideration.
- 

### Someone referred you to the company and you are using their name

- Jane has always had very positive things to say about working for your company. I am so pleased that a position matching my skills and experience has become available. I will follow up with you in one week to answer any questions you have about my application for this position.
  - I will be meeting with John next Monday at 10:00 a.m. and will call you from his office. If you need any more information about me, he suggested you call him at 555-555-5678. Thank you for your time.
- 

### Responding to an advertised job posting

- If you are looking for a Senior Manager who will make an immediate and positive impact on operations, revenue streams, and profit margins, I am the right person for the job. I look forward to speaking with you soon.
  - I am confident that I can make a positive contribution to ABC Company and look forward to discussing the position, my background and my skills in more detail. I will call you next week to arrange a meeting.
  - Thank you very much for your time and consideration.
- 

### Following up after an in-person or phone discussion with an employer

- I look forward to continuing our discussion about the marketing position. I will call you on Monday to arrange a time for us to meet.
- As a follow up to our discussion this morning, I am emailing my resume and references for your review.
- I will get in touch with you in a few days to discuss my skills and qualifications with you in further detail.