COVER LETTERS

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Work Integrated Learning**

Student Commons
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COVER LETTER BASICS

Why is a Cover Letter Important?

Cover letters are expected to complement a resume in employment applications and allows you to explain any points of uncertainty in your resume. They are also an opportunity for you to demonstrate your written communication skills, by explaining why you are well suited to the opportunity.

How to Format a Cover Letter

1 **NAME AND CONTACT INFORMATION**

Cover letters are a standard business letter, and the format does not vary. There are certain components of a cover letter that are required, and failing to include them may prevent your application from moving forward. **Cover letters are always a single page. Applicants who do not stick to a single page are often dismissed immediately for not meeting the standards.**

2 **COVER LETTER RECIPIENT**

Cover Letters must have a header that matches your resume, the date, the company name and address, position title (and number if there is one), and be addressed to an individual. If you are unsure of who to address the letter to, check online. Often recruiters or human resources professionals are listed by name in online information. Professional networking sites such as LinkedIn may also offer clues as to who might review your resume.

The name doesn't have to exactly match who will be first reviewing your application, and stating a name that is likely involved in the hiring process demonstrates your research skills and understanding of the process. It is unacceptable to simply state "To Whom it May Concern" in a cover letter.

3 **DESCRIPTIVE PARAGRAPHS**

A cover letter should include a few short paragraphs that identify what job you are applying for, how your skills and experience match the job, and why you are interested in the position.

NEVER ASSUME THAT THE FIRST READER OF YOUR APPLICATION IS AN EXPERT IN YOUR FIELD.
Often recruiters will check that applications are complete and meet the standards outlined in these resources first. Then your skills and experience will be reviewed in terms of how they match the employer's needs. Often it is only at that first approval stage that an application is sent on to the hiring manager. ***Both types of readers must be kept in mind when writing.***

'Work' by Ivan Colic from the Noun Project

Standard cover letter format:

1

Emily Ecuad
888.777.6661
emily.ecuad@example.com
portfoliolink.access.ca

11 Park Street
Vancouver, BC
V6B 2G3

January 1, 2015

2

Ms. Jane Manning, Human Resources Manager
Interesting Company
1234 Kingsway Burnaby, BC V5A 1W9

Dear Ms. Manning,

Re: Job #2005EX

·········· *Everything above this line is required in a cover letter for formatting.* ··········

3

Paragraph 1: This is an introductory paragraph that is only a few statements long. Restate which job you are applying for and where you found it. Explain in one or two concise statements why you are a match for the position.

Paragraph 2: This is your first body paragraph. Here you will demonstrate how your skills and experience match the job requirements in more detail. Impress upon the reader that you are the best person for the job.

Optional Paragraph 3: This is an interest paragraph if you have room, or if this information is needed to fully answer the job posting beyond your skills and experience. Explain why you are interested in the job in terms of your philosophy, art style, values, or the company's vision for example...

Paragraph 4: Final Paragraph. Clearly request an interview and tell the reader how to contact you. Restate your email and telephone number. Don't simply tell the reader to "see above," as this creates an unnecessary extra step for them.

Sincerely,

[Signature]

Emily Ecuad

Enclosed: Resume (1 page)