**COVER LETTER WRITING WORKSHEET**

The following worksheet will help you construct various sections of your cover letter. Think about the following areas and make notes for each section as appropriate. This will help you develop a professional cover letter with relevant and necessary content.

**1. Heading**: **Personal Information.** This is the identifying information that appears at the top of the cover letter. Name, address, phone number and email address. **Date.** The dateyou send your documents. **Company Information**. Name (if you have it, if not: Hiring Manager), Company Name, Address.

**Name:** Your name should be in font size 10-12

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**Date: The date you send your documents**

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Name/Title: (If you have it)

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Company Name:

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Address: City, Province, Postal Code

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**Re: Job Title and Job Number**

**2.** **Salutation:** Dear Mr./Ms. Last Name, *(if you don't have a contact use Dear Hiring Manager)*

**3. First Paragraph Introduction:** The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and where you found the job listing. Include the name of a mutual contact, if you have one.

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**4. Middle Paragraph Body:** The next section of your cover letter should describe what you have to offer the employer. Mention specifically how your qualifications match the job you are applying for. Remember, you are interpreting your resume, not repeating it.

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**5. Final Paragraph Closing:** Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up (if you have a contact). If you don’t have a contact, you will have to ask them contact you, let them know they can reach you at 416… or at email address (*yes*, put your phone number and email address in this paragraph).

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**5. Complimentary Close**:

Respectfully yours,

**Signature**

Typed Signature