

## Sample Cover Letter – Key Bullets

### ***(Heading)***

Your name  
Your address  
City, province  
Postal code

### ***(Date)***

Without abbreviations

### ***(Inside Address)***

Name of person  
Title  
Name of company  
Address  
City, province  
Postal code

### ***(Greeting)***

Dear Mr. or Ms. person's last name:

### ***Opening Paragraph***

Introduction. Identify who referred you, how you heard of the job or why you are applying to them. State the position you are applying for.

### ***Central Paragraphs***

Interest building. Show you have done your research on the company. Demonstrate how you are qualified for the position by emphasizing related highlights:

- Experience (paid, volunteer, work-term, summer, part-time)
- Education – both theoretical and hands on
- Competencies, abilities, skills and interests

Briefly mention a particular achievement that is appropriate for the job

### ***Closing Paragraph***

Next steps. Indicate your willingness to meet, how/when you might be readily contacted and when you will follow up.

### ***(Closing)***

Closing Line  
(signature)  
Typed name

### ***(Enclosure Notation)***

If additional material is sent concurrently