

Sample Cover Letter – Comparison

Name
Address, City, Province, postal code
Phone - E-mail

(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.

Second Paragraph - Interest building. Show your research on the company and what particularly interests you.

Third Paragraph - Itemize the position requirements on one side of the page and your related "fit" on the other as stated through past experience or demonstrated competencies. May include:

YOU REQUIRE

- "X" years of experience in the field
- Relevant credentials, training, education
- A skill set or area of competency related to work
- Scope of ability using skill set or area of competency

MY QUALIFICATIONS

- Years of experience in related work, industry or similar field
- Relevant credentials: degree/ diploma-special training in . .
- Key area demonstrating specific strength, needed/valued for this job/work
- Demonstrated success using specific strength, related to job/fie

(Final Paragraph)

Closing, restatement of interest, thanks and call to action

(Closing)

Closing line
(signature)
Your Typed Name

(Enclosure Notation)