

CAREER AND EMPLOYMENT TIPS | COVER LETTERS

Writing Your Cover Letter

A cover letter can be just as important as a resume, because it is your first opportunity to leave an impression. It shows employers your interest in the role while demonstrating why you are a strong candidate. Make sure to tailor your cover letter to each job posting and don't go over 1 page. When you're done, use our [cover letter checklist](#) and request a [cover letter review](#) from Career Services.

Content to Include

Provide the same information as on your resume.

If no name is mentioned, remove the first two lines.

If no name is mentioned, use "Dear Hiring Committee" or "Dear Recruitment Team".

In 3-4 sentences, demonstrate why you want to work for the organization. Then, convey what makes you a strong candidate by listing 3-4 selling points (technical knowledge, experience, skills, education, traits, etc.). Try [analyzing the job posting](#) and draw upon themes from it.

In 2 paragraphs with 4-5 sentences each, expand on the topics from your opening. Start with the most relevant and provide more details by using the **CAR** technique:

Context - the situations that helped you gain the [selling point]

Achievement - what you have accomplished during/by applying the [selling point]

Reason - how the [selling point] would benefit the employer

In 3-4 sentences, thank the prospective employer. Reiterate how you can be contacted by giving your phone number/email address again. Finally, express an interest in meeting or interviewing.

For example: Sincerely, Best regards, Warm regards, Kind regards, Regards.

Either print, sign and scan in your letter or sign the page digitally before exporting.

Optionally, mention the other documents included in your application package.

Layout

First Name Last Name

City, Province | Phone Number | Email Address | LinkedIn (optional) | Portfolio Link (optional)

Month Day, 20XX

Recipient's Full Name

Recipient's Job title

Company Name

Company's mailing address

RE: Name of Position, Reference # (if applicable)

Dear Ms./Mrs./Mr. Last Name,

[Opening paragraph] Ipsa dit, intur, sequam facipsum serorpos magnatem ipienis ni reptatatem ium fugitem re, omnitis eturios aut eatiant, aut hillit, sero cust ut oditian diores volorum explibus ex et ius, suntistio magni con nonsequis dolupta venducia doluptatent.Fugiassim endandi conestinus, id quatet autatiumet lique consequi quat. Ectur as et venim et pelest aut eos quiae officia iducium sintis velitia dollorem alitatur, tem rest, exerum con eosapis dicabor eptatem volorum iunt, cor maio. Nam con re ipient aborem a nos iunt.Iliquae di seroremqui ute modist, odit, verum et utem exped que essed molut autat.

[Body paragraph] Mo ipsandi corum facias dolutemporae consequatratiatias aut expenam dus autatiam nessimint faccum quibusc iantiis sam ad ma quist maio dunte venimodiatio estiorro ma et dipsaped quos ad que autecae strunt. Sed qui aceat. Entur moditaquia natus et ommolores id que volupta tendae consed quis as reperes cillat. Igenias quatem as experch itatia voloribusdae ide inus eosandae doluptio quiate dolecum sincius que voleni commod ma non esto tem es dus non nem estiur.

[Body paragraph] Et dolenis none id que experunt is et, aut abor sunt renti natur, explit velignam, sit estior reictenis destiurenam rerum res is doloria tiatum iuntis mi, vit laut modisquod est utempor porrore clecto te qui aut unt adit la nissinus, quas aci dolecearitis ma ea prae quiae videm quam quae et que omnihil il il maio. Itatur, consequis maximodio. Giaepel iquossecest quiasit velist, simus recturem repedis as entiis et molorepe voloreptas et volor accuptatia imin nat.

[Closing paragraph] Nam harcia int reperi officides et is cum inctur. Gitiis molore, illaborem fugit ist, cullupisque nullanditior aut omnimaio berorrores excas explanimodic tectemod mosae aut facius ea porectem re volo que ex ea pedios reperch ilitatq uamus, aceriti dolessequiam es nesciis aut ant ut fugia con coneces et accus, sedi id magnatur reiuriamus non eos excepraes volescititiis magnis erio.

Sign off,

Signature

First Name Last Name

Enclosures: Resume, Unofficial Transcript or
Enclosure: Resume

June 2022

NEED MORE HELP?

Book an appointment with us through [MyCareerHub](#).

403.440.6307 | careerservices@mtroyal.ca | A200 Kerby Hall

mtroyal.ca/careerservices | [Career Services on LinkedIn](#)

MOUNT ROYAL UNIVERSITY
Career Services