

COVER LETTER TEMPLATE

HEADER: CONTACT INFORMATION

YOUR NAME: _____

Your Address: _____

City, Province, Postal Code: _____

Telephone number and e-mail address: _____

THE DAY YOU TYPED THE LETTER

Month, Day, Year: _____

POSITION NAME or SPECIFIC REFERNECE NUMBER or BOTH if required:

THE CONTACT PERSON & TITLE

Name of Contact Person: _____

Correct Title or Position: _____

THE COMPANY NAME & ADDRESS

Name of Company or Organization: _____

Street Number and Street: _____

City, Province, Postal Code: _____

THE SUBJECT LINE

Title of the position you are applying for: _____

THE SALUTATION (Dear Mr. or Ms. or Hiring Manager,)

LEAD-IN GRABBER (Example: "Call me ambitious or downright tenacious!")

PARAGRAPH 1: "THE ATTENTION GRABBER" Grab the reader's attention to stage your sales:

State why you are writing here.

Mention the position you are applying for,

state how you heard about the position,

and then explain why you are interested in working for the organization.

PARAGRAPH 2: "THE SALES PITCH" Sell your experience, skills, strengths and achievements:

Using the STAR Formula, explain why the reader should consider you for the position here. Then highlight the qualifications you bring to the job, and how you add value add value to the company without repeating information from your Résumé.

- **SITUATION:** What was the situation at work?
- **TASK:** What task(s) were you required to do?
- **ACTION:** What actions did you take? How did you solve the problem?
- **RESULT:** What was the outcome?

PARAGRAPH 3: "THE POWERFUL CLOSER" Relate to the employer. Focus on what differences you can make for them. Say "Thank you" and ask for an interview.

Refer the reader to the enclosed Résumé.
Indicate that you are available for an interview at the reader's convenience AND state you will contact the reader in a few days to make sure they have received your Résumé.

Write: "The next step..."

Write: "Thank you for your time and consideration."

COMPLIMENTARY CLOSURE (Sincerely,)

YOUR SIGNATURE

YOUR NAME TYPED

ENCLOSURE NOTIFICATION (Enclosure: Résumé)
