**Formatting Your Cover Letter**

***Use this page as a reminder of all the pieces to include in your cover letter***.

Remember - If you created a personal header for your resume, use the same format for your cover letter; this looks more professional and saves space

Contact information should include:

Your Name

Your Address

Your City, Province Postal Code

Telephone Number (with area code)

Email Contact

LinkedIn Contact (If you have one)

Today’s date

Individual to whom you are writing

Title

Name of Organization

Address

City, Province Postal Code

Re: (Identify position and competition number or include this in first paragraph)

Dear (name of individual - You may have to make a phone call to find out who to address this to)

First Paragraph - Indicate why you are writing; begin with a strong opening to catch the reader’s attention.

If you don’t have a reference (“Re:”) line, identify the position (you can bold it to make it stand

out) or type of work you are applying for, and how you learned of the opportunity.

Second Paragraph (It’s possible that this section will take more than one paragraph) - Identify your skills and experience that are relevant for this position. If specific qualifications or requirements have been requested, address them all. If you are missing something essential (ex: a driver’s license), provide a solution (ex: “My driver’s exam is scheduled for one week from today”).

Third Paragraph - Express in a positive way that you look forward to meeting. Thank the reader for considering your application.

Closing (ex: Sincerely,)

Your Name Type