

# GLC20 – Creating a Cover Letter

---

## WHAT IS A COVER LETTER?

- A letter that accompanies your resume when applying for a position
- An explanation of how you found out about the position and why you feel you are a good fit for the position
- A way to sell yourself
- A way you set yourself apart from other applicants

## COVER LETTER GUIDELINES:

- ALWAYS include a cover letter
- Keep it brief - one-page maximum
- Tailor the letter to match the requirements of the position
- Stress how you will add to the organization
- Do not be vague
- Focus on three qualities that distinguish who you are
- Project confidence and be positive
- If possible, personalize your letter to a specific person and ensure correct spelling of their name
- No spelling or grammar errors
- Type the letter

**WRITING A COVER LETTER:** Fill in the template\* below.

Your Contact Information:

\_\_\_\_\_ [Name]  
\_\_\_\_\_ [Address]  
\_\_\_\_\_ [City, Province, Postal Code]  
\_\_\_\_\_ [Phone Number]  
\_\_\_\_\_ [Email Address]

\_\_\_\_\_ [Date: Month, Day, Year]

Employer Contact Information:

\_\_\_\_\_ [Name]  
\_\_\_\_\_ [Title]  
\_\_\_\_\_ [Company]  
\_\_\_\_\_ [Address]  
\_\_\_\_\_ [City, Province, Postal Code]

Dear \_\_\_\_\_, [Mr. /Ms. Name]

**FIRST PARAGRAPH:** State the reason for your letter and the position you are applying for, where you heard about the position and why you are interested in this position.

---

---

---

---

---

**SECOND PARAGRAPH:** This paragraph answers the question: "Why should I hire you?" Highlight the most important relevant skills, knowledge and experience that are applicable for the position. Also include some of your own research about the company or organization.

---

---

---

---

---

---

---

---

---

---

**THIRD PARAGRAPH:** Thank the employer for their time and consideration. State that you are looking forward to hearing from them.

---

---

---

---

---

\_\_\_\_\_ [Salutation],

[Your signature]

\_\_\_\_\_ [Print your first and last name]