

# COVER LETTERS

FULL NAME

Address

City, Province, Postal Code

Phone Number Email address

LinkedIn URL (recommended)

*(Note: Contact information should be in the exact same style and format as on your resume)*

Date of submission

Name of Contact

Title

Name of Company/Organization

Full Address

**Re: Position Title and/or Competition Number (if applicable)**

Dear Mr. or Ms. Name (if no name given, use "Hiring Manager"),

**Opening Paragraph:** State why you are writing. Specify position or type of work for which you are applying. You should mention how you heard of the opening (this is of great interest to the employer). Close with one general statement about how your skills and experience will be of value to this position in order to lead into the next paragraph.

**"About me" Paragraph:** Relate 2-3 of your most relevant skills, interests, knowledge, and abilities to the needs of the employer; point out relevant training, education, and employment; elaborate on your courses, and highlight extra-curricular and volunteer experience. This paragraph should be tailored to any specifications that an employer may have listed in a job posting or description—show them how you have exactly what they are looking for!

**"About them" Paragraph:** Start this paragraph with a targeted statement or fact on what this employer does as a lead in to what you can contribute as a potential employee. Explain why you are interested in working for this employer specifically—what is it about their company or organization that you admire and want to contribute to? Try to convince the employer of your interest in what they do, and therefore your personal investment in their success. Do some research! This paragraph is how you can help *them* as opposed to what the employer can do for you.

**Closing Paragraph:** Thank the employer, and use an appropriate closing to pave the way for an interview.

Best regards/sincerely,

*Signature*

Type your name here

Please Note:  
Your resume should be accompanied by a cover letter, even if it is not requested by the employer.

## About the signature...

If you are submitting your application electronically, you can choose to insert or create a signature via PDF or leave a space between your closing statement and your name in regular text



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