

## Cover Letter Worksheet

Remember to use the same font and layout as your resume.

### Write Your Personal Information:

This section should be at the top center of the page. Use the same contact information that you did on your resume (name, email address and phone number).

### Date and Company Information:

List the date. Two spaces below the date put the following: Name of the contact person, their designation (e.g.: Manager), name of organization, complete street address including postal code.

### Referencing the job title:

Example – Re: Assistant Account Clerk

If the employer has provided you with a name, put “Dear Mr./Ms.” and their surname. Avoid using phrases like “Dear sir/madam”, “To Whom it May Concern” or “Dear Hiring Manager”

### First paragraph:

The first paragraph should make reference to the position, where you found out about it (e.g. which website), a sentence or two about your genuine interest in the job and the company and a thesis statement which contains highlights of the relevant skills and experiences for the position on which you will be elaborating.

**In the next 2-3 paragraphs:**

discuss how your experiences, skills, education, projects, volunteer work are relevant to, and matches the position requirements. Focus on evidence-based statements rather than listing duties (avoid saying exactly the same things you put on your resume).


**Final Paragraph:**

Use this paragraph to:

a) Reiterate your interest in the position and remind the employer why you are a strong candidate for the position; b) Thank the employer and request a meeting. Two spaces below the last sentence type the word Sincerely; two spaces below that type your name.

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