

## Sample Cover Letter

Your street address and apartment number  
City, province, postal code  
Telephone number  
E-mail

Date

Mr./Ms./Dr. Name  
Title  
Company name  
Complete address

Dear Mr./Ms./Dr. -----:

Opening paragraph: State why you are writing (CO-OP work term, summer job or internship) and how you learned of the organization or position (Internet, newspaper, contact, etc.). Be sure to mention the name and/or file number of the position(s) if you saw a specific ad, since an organization may be hiring for several different positions.

Second paragraph: Explain why you are interested in the employer or type of work the employer does (simply stating that you're interested does not explain why, and it can sound like a generic letter that you're sending off to everyone – not very effective). Demonstrate that you know enough about the employer or position to relate your background to their needs (check their website). Mention specific qualifications that make you a good fit for the organization (check the job description for clues). Use the opportunity to go into detail about relevant items in your resumé, and specify that your resumé is enclosed. Mention any other enclosure that is required to apply for the position.

Third paragraph: Indicate that you would like an opportunity to be interviewed for a position or to discuss the employer's opportunities or hiring plans. State what you will do to follow up, such as calling the employer within two weeks. If you plan to be in the employer's area soon, offer to schedule a visit and indicate when you would be available. State that you would be glad to provide the employer with any additional information. Thank the employer for her/his consideration.

Sincerely,

(Your handwritten signature)  
Your name typed

Enclosure(s) (refers to resumé, etc.)