

# Cover Letter Formatting Guidelines

A cover letter serves as a personalized, one-page introduction highlighting your qualifications, experience, and interest in a job. It showcases how you can contribute to the organization while being a strong fit for the position, all while being easy to read, written in full sentence structure, and free of grammatical errors.

## First and Last Name

Home Address | Telephone Number | Email | LinkedIn or GitHub URL (if available)

### Header

Ensure your name and contact info (your brand) is the same as what's on your resume. Your documents should look like they belong together.

Date

Company Name

Company Address

City, Province, Country

Postal Code

**RE: Reference position title and posting number if available.**

Dear [insert name of hiring manager]

**Date:** INCLUDE the date of submission.

**Company Details:** INCLUDE the company details of the location in which you are applying to. For example, a company's corporate head office may be located in Vancouver, British Columbia; however, you are applying to an office located in Toronto, Ontario. Include the Toronto, Ontario location details.

**RE: BOLD** the position title and posting number reference

It is important to reference the position title in which you are applying to as well as the posting number (if available) as employer may be hiring more than one of the same job titles. Two or more jobs with the same title could be working within different locations, possess different schedules, etc.

### Salutation:

When referencing an employer in a cover letter, it is important to begin by addressing the letter to the hiring manager or specific contact person if known. Use the appropriate salutation, such as "Dear [Hiring Manager's name]" or "Dear [Company Name] Hiring Team." Employers will value a personalized cover letter.

## **First Paragraph – Introduction (2-4 sentences)**

### **INCLUDE**

- Indicate the reason you are writing to the employer
- Mention the position title of the role you are applying to
- Identify your education
- Include a brief statement about why you are a good fit for the position..

## **Middle Paragraphs – Body (2-3 paragraphs)**

### **INCLUDE**

- Can be 2-3 paragraphs
- Highlight your relevant skills, experiences, and achievements that make you a strong candidate for the position.
- Provide specific examples that demonstrate your qualifications and accomplishments.
- Connect your skills and experiences to the requirements and responsibilities outlined in the job description.
- Show your understanding of the company and its values by mentioning any research you have done or referring to specific projects or initiatives that align with your expertise.
- Avoid repeating information from your resume and focus on providing additional context and insights.

## **Last Paragraph – Conclusion (2-4 sentences)**

### **INCLUDE**

- Thank the employer for considering your application
- If you need to explain anything out of the ordinary on your resume, this is the place to do it.
- Express your desire to meet at an interview in the near future
- Make it clear what happens next- How will you follow-up?

# COVER LETTER FORMATTING GUIDELINES

Sincerely,

(Insert Signature)  
Your Name

**Signature:**

**INCLUDE:** Use the closing phrase “Sincerely”, followed by your handwritten signature, then, print your full name below your signature for clarity.



Customizing the content of your cover letter is essential to aligning your specific experiences and skills with the requirements of the job you are applying for. This tailored approach showcases your genuine interest in the position, reflects your understanding of the employer's organization, and demonstrates how your qualifications directly meet their needs. By personalizing your cover letter, you significantly enhance your chances of distinguishing yourself as a qualified candidate, thereby increasing the likelihood of securing an interview invitation.