

A cover letter complements your resume by providing you with an additional chance to highlight how your education, experience, and skills make you an ideal candidate for the job for which you are applying.

- Keep your letter to a maximum of one page in length.
- Tailor your cover letter to the specific position for which you are applying.
- Always include a signature (handwritten or electronic).
- Proofread your letter.

## Cover Letter Content and Structure

### 1) Return Address

- At your discretion, you may include your complete mailing address (street, city/town, province, and postal code) in the top left hand corner.
- It is not necessary to include your name or phone number as part of the return address, because you will be signing your letter at the bottom and providing your phone number in the last paragraph of your letter.

### 2) Date

- Insert the current date two lines below your return address. Do not abbreviate the date.

### 3) Addressee

- Include the name of the person who will process your application (e.g. hiring manager) followed by the mailing address of the company two lines below the date.

### 4) Salutation

- The salutation is placed one line below the addressee, and should specify the employer's name followed by a colon (e.g. "Dear Ms. Brown:").
- If you do not know the name of the person you are writing to, use "Dear Hiring Committee:" or "Dear Sir or Madam:" or "To Whom It May Concern:"

### 5) First Paragraph: Why are you writing?

- Place the first paragraph one line below the Salutation.
- State your interest in the position, and where/when you found out about it.

## 6) Second Paragraph: What do you have to offer?

- Describe your qualifications and background (both academic and professional) in relation to the skills you have acquired. Provide clear examples to support why you are qualified for the position. Look at the job posting and try to respond to as many requirements as possible.

## 7) Third Paragraph: How do you fit the company's image?

- Each organization subscribes to specific values, which differentiate it from its competition. In today's job market not only you need to fit the job description, but also the company's image.
- Conduct research to determine where the company's interests lie (e.g. environmental issues, business practices, etc.) and illustrate that you belong by referring to your own interests, experiences, and goals.

## 8) Fourth Paragraph: Request an interview

- The final paragraph allows you to close by requesting an interview. Describe why you are the right candidate for the job and how you will contribute to the organization.

## 9) Closing

- Use the standard business closing "Sincerely," and place it two lines below the body of the letter.

## 10) Signature

- Type your full name (as it appears on your resume) four lines below the closing, and sign above your typed name in black ink. If you are sending your cover letter via email, insert an electronic signature.

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**To book an appointment with a career advisor, visit:**  
<https://www.mun.ca/student/student-success/career/>

Career Development (Student Life)  
University Centre 4002  
(709) 864-2033  
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