

# Cover Letters

## When Should I Include A Cover Letter?

Always! A cover letter easily describes and conveys the skills and experiences you possess that make you an ideal candidate for the job. Also, a specifically addressed cover letter highlights your initiative and your interest in the position, as you put in the extra effort to personalize your application.

## Cover Letter Content

While you should strive to have an original and interesting cover letter, it is a professional document, and as such, there are certain guidelines to follow, which are outlined below.

### **Return Address:**

Including a return address is optional. If you do choose to include it, place it in the top left-hand corner of the page. It is not necessary to list your name, as it will appear at the end of the cover letter.

### **Date:**

Place the current, unabbreviated date two lines below your return address.

### **Mailing Address:**

Include the address of the company/organization to which you are applying, two lines below the date.

### **Greeting:**

When possible, address your cover letter to a specific individual. Check the company's website or call if a name is not provided in the job posting. If a name is unavailable, "Dear Selection Committee:" is commonly used.

### **Introductory Paragraph:**

State your interest in the position, and how you gained knowledge of the position. Refrain from including personal information in your opening paragraph.

### **Second Paragraph:**

Briefly outline your academic and professional qualifications, and how they relate to relevant skills that would be of use in the position.

### **Third Paragraph:**

In today's competitive market, a little effort goes a long way to set yourself apart from the competition. Conduct research into the company's background and values and illustrate that you are the ideal candidate by linking them to your own experiences and goals.

### **Concluding Paragraph:**

Give a brief summary, highlighting how you are the right candidate for the position. State the best way to contact you for an interview. Follow this with a cordial closer of "Sincerely," and then a signature above your typed name.

## Cover Letter Services

The Centre for Career Development offers three services to help you in writing your cover letter:

### **1. Resumé and Cover Letter Writing Workshops:**

This free workshop is offered periodically throughout each semester and is an opportunity that all students may take advantage of. Check your My MUNLife calendar of events for dates and times.

### **2. Cover Letter Critiquing:**

Send your cover letter to [cdel@mun.ca](mailto:cdel@mun.ca) or drop off a hard copy to UC-4002 and one of our Career Development Assistants will review it and offer helpful feedback within two business days.

### **3. Resumé and Cover Letter Guide:**

This guide outlines all that you need to know about the formatting and content of professional cover letters and provides samples. Copies of the guide are available at the Centre, or online on our website.

## Looking For More Information?

The Centre for Career Development provides students and alumni with professional workshops, information on career exploration, job search tools and opportunities, and connects them with employers. Visit us in UC-4002 or book an appointment with one of our friendly and knowledgeable Career Advisors through your My MUNLife.



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