

Cover Letter Outline



First Name Last Name

City, Province | Phone Number | Email Address

[Today's Date]

[Company Name]

[Street Address]

[City, Province, Postal Code]

Re: Application for [Job Title]

Dear [Hiring Manager's Name],

Whenever possible, address your letter to a specific person. If you don't know their name, use "Dear Hiring Manager".

Paragraph 1 – Introduction

[Introduce yourself and the position you're applying for. Briefly mention why this role and company interest you and highlight why you would be a strong fit. Show enthusiasm.]

Paragraph 2 – Experience & Skills

[Highlight your most relevant experience, skills, and accomplishments. Explain how your background has prepared you for the position and include specific examples.]

Paragraph 3 – Closing

[Reinforce your interest in the position and briefly highlight what you would bring to the role. Thank the employer for their consideration and express your interest in discussing the opportunity further.]

Sincerely,

[Your Name]