

First name Last Name Toronto, ON
(222)222-2222 E-mail: name@dlsph.com (heading from your resume should match)

<Date you are writing cover letter>

Name of person you are writing to
Their Job Title
Workplace Name
Address

Re: Position title/ Job ID

Dear <Name of Hiring Manager or "Hiring Manager" or "Sir or Madam" "Dr. ____">:

Paragraph 1: This will be the most customized part of your cover letter. This is your opportunity to introduce yourself and explain briefly why you are interested in the company and the job – be sure to mention the job title. Demonstrate your knowledge and familiarity with the position, organization, products, programs/campaigns etc. as well as any other connection you might have to the company. You might mention speaking to representatives at their information session, industry events, etc.

Paragraph 2: Demonstrate that you are a qualified candidate for the position. Select 2-3 of the most important skills that are required for the position and elaborate on the strongest experiences that can demonstrate this. Refer to the job description for key responsibilities and job requirements within the context of your own experiences. Every statement you make must be backed up with a specific and relevant example (i.e. do not say, "I demonstrated leadership and analytical skills" without providing a meaningful example to support it. A better way to begin would be, "As a Project Leader at XYZ Company, I was responsible for doing ABC which required...").

Paragraph 3: This paragraph is optional and you may use it to enhance your cover letter by mentioning extra-curricular and professional development activities (i.e. President of club, relevant industry/volunteer work, certifications, designations) and anything else that makes you a strong fit for the company/role and/or differentiates you from other applicants.

Paragraph 4: Reiterate that you are a great fit or your values align with the organization. This is your conclusion. Briefly reiterate your interest in the company and position and close by thanking your reader for their time and consideration.

Sincerely,

<your name>

General Resume and Cover Letter Help:

<https://www.myperfectresume.com/>

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Office of Practicum and Professional Development