

## First and Last Name

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

### DATE

Company Name

Company Address

City, Province, Country

Postal Code

### RE: Reference posting title and posting #, if available

Dear (Insert name of hiring manager), if possible, address the letter to a specific person rather than using generic salutations like "To Whom it May Concern"

### FIRST PARAGRAPH – INTRODUCTION (2-4 sentences)

- Begin with a strong and personalized introduction.
- State the position you are applying for and briefly mention how you learned about the opportunity. If you have any connections within the company or were referred by someone, you can mention it here.
- Insert a brief sentence that gives your degree, major, university, and graduation date
- Include a brief statement about why you would fit the position

### MIDDLE SECTION: (can be 2- 3 paragraphs)

- Highlight your relevant skills, experiences, and achievements that make you a strong candidate for the position.
- Tailor the content to match the requirements of the job you are applying for. Focus on specific achievements and how your skills can benefit the company.
- 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

- Thank employer for their consideration of your application by expressing your enthusiasm for the position and company.
- Express your desire to meet at an interview in the near future.
- Express your willingness to provide any additional information if required.
- Make it clear what happens next- How will you follow-up?

**CLOSING SALUTATION:** End the cover letter with a polite and professional closing, such as "Sincerely" or "Best regards."

**SIGNATURE:** Sign your name below the closing salutation if you are printing the cover letter. If you are sending the cover letter electronically, you can simply type your name.