

## GUIDELINES FOR WRITING A COVER LETTER

Leigh Ford (Your Name)  
132 Oakwood Drive (Your Street Address)  
Fort Frances, ON (Your Province and Town)  
P9A 4N2 (Postal Code)

Place today's date in this line, ex – July 12, 2012

Ms. Linda Smith (Person you are writing)  
Human Resources Department (Department they work)  
450 Pine Crescent (Street Address)  
Fort Frances, ON (Town and Province of Organization)  
P9A 1R4 (Postal Code)

Dear Mr./Ms./Mrs./Miss \_\_\_\_\_,

(Be sure to call ahead if you don't know to whom you are writing. It is very important to get the correct spelling. This letter is more effective when written to the person in charge rather than "To Whom It May Concern".)

**Introductory Paragraph:** In this paragraph, you should outline the position to which you are applying and how you found out about the opportunity. Ex. *"Please accept this letter and attached resume as my application for the Accounts Receivables position recently advertised on the Anokiiwin Job Connect website."*

**Impact Paragraph:** This paragraph should discuss specific achievements and contributions you have made in other related positions. It is important to highlight your qualifications, education and experience that related to the advertised position. Brag about yourself without sounding too boastful or conceited. Match your skills and experience with characteristics highlighted in the job advertisement. Ex. *"I am a hardworking and reliable individual that has successfully completed a 3 year Business Management Diploma through Confederation College. I believe that my education and work experience doing similar work make me an ideal candidate for this position."* Ensure that your cover letter outlines all the important and specific information that you want to highlight to the potential employer, but DO NOT quote your resume.

**Closing Paragraph:** The closing paragraph should outline your goal in this application process. You should request an interview, or identify a contact number to which you can be reached. Ex. *"Thank you in advance for your time and consideration, if I am fortunate enough to be granted an interview I can be reached at (807) 274-2220."*

Sincerely,

(Sign your letter here!!!)

Jane Lake

For assistance preparing a cover letter, please call the Anokiiwin Job Connect Office to book an appointment. (807)274-0090