Sample Cover Letter

Date

Full Contact Name
Company Name
Street Address
City, Province
(403) 555-1956

Dear Mr. or Ms. _____: (or Dear Human Resources, Hiring Manager, Recruitment Team)

RE: Competition and/or Job Posting Title and #

**Opening Paragraph** . . . Why are you writing them this letter? And why are you interested in the position that you are applying for? Why do you want to work for their company? Where did you find out about this position? (Try to answer these questions and it is preferable that you do not start your letter with I.) Try to open with something memorable. . . WHY THEM? Do your research on the organization. Know their values, mission, goals, etc. Make sure you demonstrate how you can add value to their organization through your unique experiences, your personality and/or your unique outlook/philosophy. People want to know you really WANT to work for them and that you are unique.

**Sell Paragraph (s)** . . . WHY YOU? You may highlight a two to four major points that showcase your background and skills. Illustrate how your qualifications match their needs. Use examples from work/volunteer/campus/community experiences. Create meaningful connections between the job posting and you. Write this paragraph for them and make sure that you target each letter that you write. You may have up to two sell paragraphs.

**Closing Paragraph** . . . Summarize why you want to work for their organization and how can they get in contact with you for an interview or if they may need additional information. Provide them with your phone number and professional email. “I look forward to discussing this position and my qualifications with you in further detail.”

Sincerely,

Signature

Your name
Examples of Strong Cover Letter Introductions

Cenovus is a leader in the petroleum industry, and as a graduating Petroleum Engineering student from the University of Calgary with an interest in sustainable current oil production, it is with great interest that I have enclosed my resume for the junior reservoir engineering position. I believe my strong critical thinking skills, along with completion of a field based engineering internship and proven ability to achieve results, make me a strong candidate for this position. Highlights of my qualifications follow.

As a graduate of Community Health Sciences, I am highly interested in the practice of healthcare consulting. Through my research, I have learned that Mayfield, Worthington & Metts, Inc. is a leader in this rapidly expanding field. I am particularly interested in the role of a research analyst, in which I can utilize my proven analytical skills to assist your research endeavors. Relevant highlights of my qualifications for the Research Analyst position are as follows.

Please accept my application for the position of Media Relations Manager. I am attracted by ABC’s strong reputation as a communications pioneer and core values of creativity, integrity and journalism excellence. As a recent graduate of the University of Calgary with significant experience in finance, administration and media, I bring the energy and commitment to excellence necessary to thrive in ABC's innovative environment.

I am writing to express my interest in the Clinical Specialist at Zion Integrated Health Services. I understand that your company places a high value on the personal growth of its employees while also being able to stand out as a leader in the field of healthcare consulting. I am very impressed by your recent approach to conducting a strategic review of the Health and Ageing Department by looking at how to provide greater automation, integration and sharing of data across systems. This relates well to my own experience in developing and implementing strategic approaches to problems that integrates new technologies.

Please accept my attached resume for consideration for your Asset Management Analyst position. My interest in P2 Energy Solutions has grown after attending your information sessions on the University of Calgary Campus and getting to speak with Dean Martin, an Associate at your Calgary office. I am impressed with the firm’s emphasis on building and training a strong team of world citizens and am glad to see how this fits with my own values. The Asset Management division’s recent creation of podcasts that aim to help businesses navigate the current financial difficulties is a great way for companies to provide support and educate their clients, and this is the type of project which I would be glad to play a part.