**COVER LETTER TEMPLATE**

Your Name

Phone | email

Date

Human Resources

Company ABC

200 King Street

Toronto, ON, 1C1 C1C

Dear Recruiter (or Hiring Manager):

         First Paragraph

Name the position you are applying to and where you saw or heard the advertisement. If applicable, include a reference to the person(s) you spoke to about the department/organization. Express interest in the role and department/organization, with reasons (i.e., *Why are you interested in this line of work/company/role?*?) Include a summary statement about your value to the department/organization, referring generally to the skills, knowledge and experience that you bring to the position.

Middle Paragraphs (2-3 maximum)

Highlight your qualifications and achievements in regards to the position and use (occasionally) words from the job posting. Group your qualifications according to themes and prove points by using examples. Organize your paragraphs carefully and place the most important ones first. Questions to consider:

* + How can I make connections between my evidence and the job description to best demonstrate my fit?
	+ What have I done that best demonstrates this skill?
	+ How can I provide evidence, rather than just making a list of unsubstantiated claims?
	+ How will that allow you to contribute to the team/organization?

Final Paragraph

Mention that you look forward to providing more information in an interview. If not applying as a co-op student through WaterlooWorks, include your phone number with the best times to reach you. Close with a simple ‘Thank you”.

Sincerely,

Your name