

# Cover Letters

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A guide to writing cover letters!

## What is a cover letter + what is it for?

- A cover letter is commonly requested when applying for jobs to show your **interest** and **qualifications**.
- The document is **1 page**.
- The letter provides **more details for what you've included on your resume**.
- It is a **tailored document** you use to highlight **transferable skills** and **experiences** needed for a specific position.
- A chance to explain to an employer **what excites you about this position** and **working for their company**.

### Resources

- [What is a Cover Letter?](#)
- [Cover Letter Vs Resume](#)
- [This is Why You Need a Good Cover Letter](#)

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Before you get started, try the Pre-Writing Strategies found in this [Cover Letter Guide](#).

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## General Structure

**Heading:** **Name** and **contact information** - this should look like your resume.

**Paragraph 1:** Express your **interest** for a specific role. This is where you convince the reader to keep reading!

**Paragraph 2:** Describe your **primary relevant experience**.

**Paragraph 3:** Discuss any **additional experience**.

**Paragraph 4:** Explain why you are applying for a role with a **specific company**.

**Paragraph 5:** Brief **summary** and ask for an **opportunity to meet** to provide further information.

\*See below for an example format!

### Resources

- [How to Structure a Cover Letter](#)
- [How to Start a Cover Letter](#)
- [You Quick Guide to Cover Letter Headings](#)
- [Cover Letter Writing - 3 Easy Paragraphs](#)

## How do you write about your experiences?

1. Think about **1-3 experiences** that are **most relevant** to your desired position.
2. Try the **STARR** method as you describe your experiences (Situation + Task + Action + Result + Relevance).
  - a. Always **relate** your experiences back to the desired job.
3. Provide **evidence for your skills**.

### Resources

- [The STAR method](#)
- [Cover Letter Examples](#)
- [4 Cover Letter Examples](#)
  - These examples are compared to a job description!

## Additional Tips

1. It is **usually an expectation** unless otherwise stated.
2. Make a **different** cover letter for each job application.
3. Focus on **key skills from the job description**.
4. Ask someone to read it to see what might be unclear.
5. Double check **spelling** and **grammar**.

## Resources

- [Proofreading](#)
- [Six Steps to a Great Cover Letter](#)
- [Building a Resume and Cover Letter](#)
- [Review Your Cover Letter With a Career Coach!](#)

## Summary of Resources Found in This Document

- [What is a Cover Letter?](#)
- [Cover Letter Vs Resume](#)
- [This is Why You Need a Good Cover Letter](#)
- [Cover Letter Guide](#)
- [How to Structure a Cover Letter](#)
- [How to Start a Cover Letter](#)
- [You Quick Guide to Cover Letter Headings](#)
- [Cover Letter Writing - 3 Easy Paragraphs](#)
- [The STAR method](#)
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# First Last\_Name (Pronouns)

City, BC

Phone | Email | LinkedIn

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Name of Hiring Manager

Day Month, Year

Job Title

Company Name

Street Address

City, BC

Postal Code

**RE: Job Name**

Dear [Hiring Manager/First Last\_Name]

Paragraph 1: State your interest in the position / Key skills

Paragraph 2: Most relevant experience

Paragraph 3: Additional experience

Paragraph 4: State your interest in the company

Paragraph 5: Summary / Request an opportunity to meet

Sincerely,

Signature

First Last\_Name

*This is an example and NOT the only way to design a cover letter.*