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## Cover Letter Guidelines

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**Make it brief and to the point.**

Your letter should be short and word processed on quality paper.  
Use simple and direct language.

**Link yourself to the employer.**

How did you hear about the job? Refer to the ad or web posting if applicable. Name your referral if possible. Show your awareness of what the company does or wants to do.

**Do some research if you can.**

Check the internet, newspapers or trade journals for info about the company.

**Before writing the letter, ask yourself:**

What skills and experience is the employer looking for? Which of my achievements demonstrate that I have the required experience? What personal attributes and skills do I have that match the requirements of the job?

**Tailor your letter to the specific job.**

Show how your skills relate to this particular employer's needs. You can use the same wording as the job description to show that you have the specific skills required.

**"Personalize" your letter.**

Reflect your personality but be careful not to appear pushy, overbearing or too familiar. Humour is generally out of place here. Avoid cliché phrases.

**Stress how the employer will benefit from hiring you.**

Make it easy to see how you would fit in and how your experience is relevant.

**Mention your availability.**

Supply phone number(s) and e-mail addresses. Alternatively, you can include this information in your letterhead.

**Check the letter carefully for spelling, grammar, punctuation and typing errors, and then**

have someone else read it over. A Learning Centre Tutor would be happy to do this!