

## Cover Letter Tip Sheet

After completing your resume, the next step is a good cover letter. A covering letter is a great marketing tool. It should tell the employer why you are the right person for the job.

Your Cover letter should include the following parts:

Name and address of the person responsible for hiring you. You may need to call and ask for their name. Try to avoid Dear Sir/Madam or To Whom It May Concern. The personal touch will work in your favor.

The **first** paragraph should state your interest in the organization, the type of job you want and how you found out about the job.

The **second** paragraph is for highlighting your skills and experience and how they will benefit that position. Use strong, confident verbs to describe your skills.

The **third** paragraph should include a request for an interview. Be sure to have your current contact information, ie. Phone number and email address.

Your cover letter should be no more than a page. Make it concise and relevant to the job you are applying for.

Keep it focused, know the job qualifications and highlight your many skills and experience accordingly.

Type your cover letter on good quality white paper and proof read very carefully. Do not forget to **sign it**.

For more tips and great examples of cover letters and resumes go to:

Your [myBlueprint](#) account under the Work tab  
and/or [alis.alberta.ca/look-for-work/](http://alis.alberta.ca/look-for-work/)