# Basic Format of a Cover Letter

Your Name  
Your Address  
Your City, Your Province  
Your Postal Code

Date of Submission

Employer’s Name and Title  
Company Name  
Company Address  
Company City, Company Province  
Company Postal Code

Re: Add title of the job you are applying for along with the competition number if available

“Dear (Employer’s Name)” or “To whom it may concern”,

**Opening (Introduction) paragraph.** This is where you want to grab the employer’s attention by creating interest in your talents and experience. You also want to reiterate the position you are applying to because it will show that this is a custom cover letter and not one you just send out in bulk.

**Body (Development) paragraph.** In one or two short pargraphs, tell the employer how your skills, qualities, and qualifications match the requirements of the job. Review the job advertisement or description and refer directly to what is listed. You may highlight a particularly relevant accomplishment here. While you don’t repeat what you’ve written in your resume, you can highlight or re-word experiences you have had.

**Closing (Wrap Up) paragraph.** Show your eagerness for this position and state that you welcome any calls or emails with questions about your experience. Include your specific contact information and ask for an interview. Thank the reader for their time and consideration.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

*Note, do not include the bold paragraph headings.*

*This template was made in collaboration with the Government of New Brunswick’s Work Room Career Resources Centres and CCRW’s New Brunswick Employment Services Program.*

# Did you know?

All job seekers with disabilities that are connected to CCRW can receive individualized coaching on their cover letter. Job seekers will also receive access to a self-direct portal with more tips and information and a cover letter generator that helps you tailor it to an individual industry.