

COVER LETTER FORMAT

Brandon University
Career Planning & Placement Office
Tel. (204)727-9651
e-mail: careers@brandonu.ca
website: www.brandonu.ca/careerplanning

Your address
City, province
Postal code

Date

Contact name & title
company/organization name
address
city, province
postal code

Dear Ms/Mr./Mrs. _____: (**NEVER** "To Whom It May Concern")

First Paragraph

- Clearly state that you are applying for a position and indicate to which position you are submitting your application package.
- Indicate how you became aware of the position if applicable.

Example: "Please accept my enclosed resume for consideration for the position of Administrative Assistant as advertised on the Brandon University Career Planning & Placement Office website."

Middle Section

- Explain how your education, experience, knowledge and attributes would make you an excellent candidate for the position.
- If responding to an advertisement, ensure that you explain how your attributes relate to the attributes being sought by the employer.
- Usually three to four paragraphs in length.

Example: "I possess strong interpersonal skills developed through extensive contact with the public in work and volunteer settings. I have learned the importance of customer service and strive to exceed the customers' expectations"

Closing Paragraph

- Give a telephone number where you may be contacted.
- Indicate your desire for an interview.

Example: " Please contact me at (204)727-9651 or careers@brandonu.ca if you have any questions. I look forward to the opportunity to discuss my qualification with you."

Sincerely,

Sign here

Your name (typed)