Anatomy of a Cover Letter

Your name
Address including city, province, postal code

Month, Day, Year *(Make sure you have the current date!)*

Contact name: *Double check the spelling!*
Title
Organization name
Address
City, Province
Postal Code
This contact paragraph is essential! You can't forget it. If you are not sure of the person's name, title or gender, contact your coordinator.

Dear Mr., Mrs., Ms. Last Name, *Don't include the first name.*
Dear Hiring Committee, *if you are sure there is no contact name*
Dear Sir or Madam, *if you are sure there is no contact name*

First paragraph:
State the position you are applying to, as well as how you were informed about it. Then, what is it that appeals to you about this opportunity, and/or organization? In other words: why are you applying? You want to show how your assets, strengths and interests match the organization's mission and the position's requirements. This paragraph (4-5 lines maximum) can capture the employer's attention by conveying your level of motivation.

Second and third paragraphs:
After analyzing the position, ensure that you have identified two or three major skill sets, and discussed them in order of priority. In these paragraphs, you should develop the academic, work and volunteer experiences that are the most relevant to the position you are applying to, emphasizing the skills you developed through them. State the program you are in, including relevant courses and learning experiences. Be strategic! Pick the key elements you want this particular employer to know. Use a lively yet neat style!

Fourth paragraph:
In one or two sentences, summarize your assets, the benefits you would bring to the organization, and reiterate your interest in the specific position, with that specific organization. In the closing sentence, express your interest in an interview, and thank the person for his or her attention and consideration.

Sincerely,
Your First Name Last Name