**C o v e r L e t t e r O u t l i n e**

Use this as a guide to build a separate and individual cover letter for each position you apply for.

Make your letter focussed. Study the job qualifications and explain how your skills and experience match them. Have someone proofread it to make sure there are no mistakes

**Your name**

**Address**

**Phone**

**E-mail (if appropriate)**

**Date**

**Hiring Manager’s name and position**

**Company name**

**Address**

**Phone**

**Dear Mr or Ms (be sure to get the name),**

**First Paragraph:**

* State your interest in the organization and the job you’re applying for
* State how you learned of the job
* Let them know you’ve attached your resume for more info

**Second Paragraph:**

* Tell the employer why you’re interested in the position
* Explain why they should hire you over anyone else
* Use dynamic verbs
* Describe how you can help their business/organization

**Last Paragraph:**

* Mention that you’d like a chance to meet face to face
* Give your phone number again
* Thank them again for their time

**Sincerely,**

**Type your full name**

***Sample Cover Letter***

Bob Smith

1000 Cedar Crescent

Forest Grove, BC

Z1Z 1Z1

[Bob.smith@gmail.com](mailto:Bob.smith@gmail.com)

June 25, 2009

Alex Miguel, Programs Coordinator

Pine Creek Youth Theatre

9000 Main Street

Forest Grove, BC

Z1S 8A8

Dear Ms. Miguel,

I am interested in applying for the position of Drama Camp Leader with Pine Creek Youth Theatre, which was advertized at the Student Employment Centre.

I feel that I have the necessary skills and experience for this position. Coaching soccer has given me experience in working with children, which is something I enjoy very much. I am also very interested in theatre; I work as an usher at the Forest Grove Community Theatre and have taken Drama in school. For further details, please refer to my resume.

I would enjoy being part of Pine Creek Youth Theatre, and am available for an interview at your convenience. You can contact me at 999-1234; I look forward to hearing from you.

Thank you for your time and consideration,

Sincerely,

Bob Smith