

YOUR NAME

Street Address | City, Province | 250.451.1994 | your_email@unbc.ca

Mon 01, 20XX

Hiring Manager's Name
Company Name
Company Street Address
Company City, Postal Code

Dear (Name of Hiring Manager):

In the opening paragraph, your goal is to introduce yourself effectively and capture the reader's attention. Avoid a generic, copy-and-paste approach. Instead, demonstrate your genuine interest in the specific job and organization. Articulate why you are applying and express your enthusiasm for the role.

The middle paragraph is your opportunity to showcase how your skills and experiences align with the requirements of the job. Avoid simply restating your resume; instead, delve into how your educational and professional background uniquely qualify you for the position. Highlight what you bring to the table and how you can contribute to the organization.

In the closing paragraph, express gratitude to the hiring manager for considering your application. Include a call to action, inviting the recipient to reach out if they have any questions or to indicate your eagerness to move forward in the application process. This shows initiative and enthusiasm, setting a positive tone for further engagement.

In general, aim to keep your cover letter concise, fitting within a single page. Ideally, your cover letter should range between 200-400 words. Remember, brevity is key. If you're unsure about the length, don't hesitate to seek guidance. It's a good practice to have someone else review your cover letter for feedback. You can schedule an appointment at the UNBC Career Centre website using the 1:1 Booking link.

Regards,

Signature (optional)

Your name