

How to Write a Cover Letter

Context

A cover letter serves as a professional introduction, outlining how your skills and experiences align with the job you're applying for. It's a brief document that summarizes your qualifications and expands upon the information provided in your resume.

Cover Letter Structure

Like a business letter, a cover letter follows specific formatting conventions. Here are some key suggestions:

- **Consistent Formatting:** Maintain uniform styling features, such as headers, fonts, and colors (if any), to align with your resume.
- **Addressing the Recipient:** Whenever possible, address the letter to the specific hiring manager by name and title. This shows that you've done your research and adds impact to your cover letter.
- **Conciseness:** Keep your cover letter succinct, not exceeding one page. Aim for a main body length of around 200-400 words.
- **Tailoring:** Customize your cover letter for each application, ensuring it addresses the employer's specific needs and requirements.
- **Future Focus:** While resumes focus on past experiences, cover letters should emphasize future plans and what you can offer the employer.

Closing Remarks

Not all jobs require cover letters. We recommend submitting them when asked for. There is no single, definitive way to write a cover letter. The nuances of crafting an impactful cover letter are influenced by the unique demands of various fields, employers, and locations. When in doubt, ask. Reach out to prospective employers or those already working in the field and remember that the UNBC Career Centre is here to help you showcase all that you have to offer in a way that reflects your professional value.