

HOW TO

# WRITE A COVER LETTER

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**McGill**

**CaPS**

Career Planning Service  
Service de planification de carrière

# HOW TO WRITE A COVER LETTER

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## CUSTOMIZING YOUR APPLICATION

A cover letter is about identifying the match you see between your skills and qualifications and the employer's needs. Simply repeating your CV in sentence form is a missed opportunity; instead your cover letter should focus on the key reasons you are a good candidate for this particular position. Your CV is an outline, your cover letter should bring it to life! Before you sit down to write, ask yourself what you would like the employer to know about you, why you want the job, and why you think they should hire you.

There are multiple ways to set out information in a cover letter. In general, your introductory paragraph should give some context for your application (who are you and why you are writing) as well as providing a glimpse into your motivation. If someone referred you to the posting or the organization, you may mention their name. It can be helpful to end your first paragraph with a clear and specific "thesis" which explains exactly what you bring to the role. In the body of your letter you then back up your assertions with additional details and examples which draw connections between your background and the skills/experience the employer is seeking. Conclude your letter with a little more information about your motivation to work for this company/industry, and thank the reader for their time and consideration.

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## ADDITIONAL POINTS

- Keep your letter concise and limited to one page. This likely means you cannot talk about everything, so don't try. Rather, your job is to synthesize the information, focusing on the key elements of your application.
- It is always preferable to address your letter to a specific individual. Contact the receptionist or HR department to see if they can provide you with the name of the appropriate person. If need be, you may start your letter using a salutation such as "Dear Hiring Committee".
- Avoid writing one generic cover letter for use in all your applications. Employers can tell. As much as possible, your letter needs to be TAILORED to each position/employer/industry.
- Research the industry, employer and position for which you are applying. Your cover letter should demonstrate that you know something about the organization and articulate why you are good candidate.
- PROOFREAD your letter extremely carefully. To detect errors more easily, try reading the letter from bottom to top, or read it out loud. Ask friends, family or classmates to review it.
- Aim for a confident, factual tone. Highlight your achievements/experience, but don't embellish.
- It's okay to sound excited about the opportunity! Keen is good.

# COVER LETTER SAMPLE

**Sally Green**

**Montreal • Quebec**

**firstname.lastname@mail.mcgill.ca • 514-123-4567**

August 7, 20xx

Kate Jordan  
Personnel Manager  
Human Resources Department  
Community Board of Health  
Mistissini, Quebec

**Re: Application for Health Educator position**

Dear Kate Jordan,

As a Bachelor of Arts and Science graduate of McGill's Biomedical and International Development program with a particular interest in working with an aboriginal population, I was immediately drawn to the Health Educator position. I am confident that the combination of my academic background, my clinical and research experience in hospital settings, and my passion for working with children and expectant mothers makes me an excellent candidate for this position.

During the course of my degree I have pursued a number of electives in First Nations and Inuit Studies and would welcome the opportunity to work directly with an aboriginal population and make a difference within the community. My Arts and Science degree covered many facets including biomedical and human behavioral sciences, community nutrition and research development, and included internships with a strong practical component, which allowed me to put my skills and knowledge to use in a variety of clinical settings in developing countries.

My two recent internships align well with the Community Board of Health's recent work in hospital settings and within the community, where you are participating in an on-going research project on preventative medicine within a northern indigenous community. I gained valuable experience and honed my communication and presentation skills while providing health education to individuals on topics such as HIV/AIDS, diabetes and hygiene education for children and expectant mothers. In addition to my health education duties, I participated in research on preventative care for pregnant women.

I would welcome the opportunity to apply my skills and experience with the Community Board of Health, and to contribute to increased health awareness in northern Quebec. Thank you in advance for your review and consideration of my application.

Sincerely,

Sally Green

Providing your contact information in a header that matches your CV makes your application look professional.

Subject line indicating the position you are applying for.

Specific "Thesis" explaining what you bring to the position.

When sending your letter electronically, write a brief email indicating your Cover Letter and CV are attached.

Provide an introduction of two to four sentences that establish your letter's purpose while getting your reader's attention. Explain why the position interests you.

Each paragraph provides evidence of your relevant experience and skills.

Making the link between their activities and your experience is a good way to show motivation

Signature



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## **CaPS**

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## **myFuture**

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## **Macdonald Campus**

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