



## Write an Effective Cover Letter / Letter of Intent

Cover letters (also known as letters of intent) are a critical component of a successful externship, internship or job search. They introduce your resume to an employer and are often the first thing they read. Your cover letter must reflect your experience and skills related to the position you are applying for. Highlight what you have to offer the employer in a concise, professional format while also adding creativity, showing enthusiasm, and generating further interest in you as a candidate.

### General Tips

- Research the company and study the position description.
- Focus on the needs of the company instead of your own needs and wants.
- Use specific examples and be personable.
- Don't simply restate your resume – expand on it.
- If there are any required qualifications for the positions that aren't included in your resume, address them in your cover letter.

### Format

- One page (3-4 paragraphs), 12 pt. font, 1" - .5" borders.
- Always write professionally and formally – no slang or abbreviations.
- Print your cover letter on the same paper as your resume.
- Be sure to have someone proofread your cover letter before sending it.
- Use the same heading as your resume, including your contact information.
- You may use a similar cover letter for multiple jobs. However, you must change each letter to match the position for which you are applying.

### Addressing the Letter

- Address cover letters to a specific person rather than a department or a generic title. Be sure to spell the name(s) correctly. If it's not possible, address the letter to what the advertisement states (i.e., Hospital Manager, Selection Committee, etc.).
- Make sure you know the gender of the person you are addressing the letter to. If you're not sure, use the full name. If addressing the letter to a woman and you are unsure of marital status, use "Ms."

The better  
you do at  
matching  
yourself to  
the  
position,  
the more  
likely you  
are to get  
an  
interview.

# First M. Last

Street address  
City, State Zip

Phone number  
Email address

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Date

Shady Hafez, Electoral Officer  
National Association of Friendship Centres  
275 MacLaren St,  
Ottawa, ON K2P 0L9  
[shafez@nafc.ca](mailto:shafez@nafc.ca)

Dear Electoral Officer:

FIRST PARAGRAPH: State why you are writing and the specific position you are applying for [*President, Vice-President, Treasurer, Secretary, Youth Executive*]. Indicate how you learned about the employer or opening, and mention the name of any referring person or local Friendship Centre. Explain briefly why you want to run for the NAFC Youth Council (based on your knowledge/research/education) and why you are a good fit for the position.

BODY OF THE LETTER (usually two paragraphs): Briefly explain your background (education/experience/leadership) and why you are interested and qualified (knowledge and skills). Summarize some of your most vital qualifications as they relate to the position/position description (be specific and heartfelt). State clearly why you are the best candidate.

CLOSING PARAGRAPH: Explain what you would gain and how you could be an asset to the position/organization. State that you look forward to an interview or talking to someone in more detail about the position and your qualifications. End the letter with an appropriate closing such as “Thank you for your time and consideration” or “Thank you for giving my application full consideration.”

Sincerely or Best regards,

{*Signature*}

Your name (typed)

# First M. Last

Street address

City, State Zip

Phone number

Email address

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Date

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National Association of Friendship Centres  
275 MacLaren St,  
Ottawa, ON K2P 0L9  
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Dear Electoral Officer: