

11/11/16

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Parts of a Cover Letter

Tip: Print your mailing label

on the back of the envelope

or

Full Name

Address

Phone Number

E-mail

Tip: Use a separate envelope

for each letter

Date

Contact Person

Title

Company/Organization

Address

City, Province

Postal Code

Tip: Write a unique cover letter for every prospective employer;

(Type in a date)

Dear Contact Person:

Dear Contact Person:

Contact Person: Names and Titles

• Use NAME first

•

- USMR and MS forms

Digitally
Handwritten

e

Tip: Make
sure

P6 -d

Tip: Make
sure

-d

look like handwriting!

File

- A
- N
- N
- N

copy

-p