

Can my cover letter be more than one page?

A cover letter should be concise - no more than one page. Ideally a cover letter has 3 paragraphs:

- short opening paragraph stating interest in the role,
- middle paragraph showing 2-4 skills or experiences that will enable you to transition quickly to the job, and,
- ending paragraph reiterating interest and offering to provide additional evidence of your qualifications.

How is my cover letter different from my resume?

Your resume provides details of work experience, academics, and other relevant experiences such as community involvement – all customized as best possible to the job of interest. The cover letter does not repeat resume content but rather identifies the 2-4 skills or experiences that will enable you to transition quickly and be productive in the role. Such information is attractive to the recruiter and hiring manager.

How do I address my cover letter when I do not have a name?

If there isn't a specific name on the posting, and a Recruiter has not been identified for questions, a well-received way to address the cover letter is: **Dear (name of company) Recruiter and Hiring Manager,**

Do I really need to submit a cover letter/will it be read?

Unless the job announcement specifically states not to send a cover letter, it is wise to send one. A cover letter gives you yet another opportunity to promote yourself towards the job of interest. Note that not every cover letter is read. This may seem unfair. The rule of thumb is that 50% of cover letters are read by a Recruiter and/or the Hiring Manager. This percentage is high enough to not miss the opportunity to take the extra effort and further describe why you are a solid candidate and will transition easily into the role.

How can I include all my information in the cover letter?

A cover letter should not be providing extensive content. The cover letter does not repeat the resume content but rather identifies the 2-4 specific skills or experiences that will enable you to transition quickly and be productive in the role. The resume provides greater detail of additional experience, etc.

How do I know what examples to share?

Think about the skills and experiences you have that will position you to learn and transition successfully, becoming productive quickly. You may also do research about the company and its culture: is the company known for innovation, serving the community, customer service, etc.? You may comment on 1 or more of these attributes in the final paragraph.

What do I do if I do not have direct experience?

Think about the transferable skills you have towards the job. These are "portable skills," the skills that you take with you from one job to another. For instance, the ability to clearly communicate ideas to others, solve unexpected problems, influence or collaborate well cross-functionally, are all examples of transferable skills.

Do I use a proper letter format when including my cover letter in the body of an email? If you are submitting your cover letter in the body of an email (because the description instructed you to), you do not need to include your address, the employer address, or the date. Your cover letter tends to be more brief when in the body of an email.