

# Sample Cover Letter

## to Accompany Your Resume

### CONTACT DETAILS

Clearly include your contact details for the hiring manager.

**Your Name**

Line 1 | City, Province Postal Code | Your Email@address.com | Phone: (416) 123 4567

March 1, 2018

Sample Employer Name  
Company Name  
Address Line 1  
City, Province Postal Code

### REFERENCE THE JOB

Clearly reference the job you are applying for - include job ID #s & hiring manager details (if you can).

Re: Job Title, Job ID # 1234567

### CUSTOMIZE!

1. Don't submit the same cover letter for every job, customize it.
2. List relevant, critical skills that you've earned through real-life situations that make you valuable to the role.
3. When possible, use tangible examples that you can support with measurable metrics.

I am very interested in your posting on [Employer's Name] for an experienced Software Developer. I have a Bachelor's degree in Computer Science, Master's degree in Information Technology, and hands-on experience with [programming languages] to create and implement software applications, I am confident I will be an excellent fit for this position.

I am excited and engaging with projects that require me to work outside my comfort and zone. For example, in my prior role, I improved product quality by significantly reducing the defect rate from 30% to less than 20 visible defects at product launch.

My skills and experience closely match my background and skills. A few I would like to highlight are:

Highly skilled in designing, testing, and developing software  
Thorough understanding of data structures and algorithms  
Knowledgeable of back-end development best practices  
Hands-on software troubleshooting experience  
Strong attention to detail and record of proper documentation for future maintenance and upgrades

### FILL A "NEED"

Phrase your experience such that it addresses their "need". Cherry-pick specific examples that demonstrate how YOU are the perfect fit for this particular role.

### FIRM NEXT STEPS

Conclude by summarizing why you would be interested in joining the company, and state that you look forward to hearing from them soon.

Company XYZ is a leader in the emerging technology sector, and have followed its growth over the past several years. To be able to assist in product development with such a talented team would be a great opportunity for me. I have attached a copy of my resume that details my projects and experience in software development. Thank you for your time and consideration, and I look forward to speaking with you about this opportunity.

*Signature*

Printed Out

### BASIC DUE DILIGENCE

1. Grammar - spellcheck! Employers won't consider applicants who fail to notice typos, misspelling or errors.
2. Sentence structure - avoid repetitive sentences. Vary it!
3. Stick to traditional fonts, 10-12 pt & 1 inch margins.
4. Lengthwise, target half a page to 1 page.
5. Don't forget to attach the letter to the application!