



GROUPE / GROUP

Atlantic Human Services Inc.
Services humains de l'Atlantique Inc.

COVER LETTER

Here's the basic format for a cover letter:

Applicant's Address

City, Province

Postal Code

Date

Employer's Name and Title

Company Name

Company Address

City, Province

Postal Code

Dear (Employer's Name):

Opening (Introduction) - grab the employer's attention! Create interest by using a motivating opening line. State the exact position being sought. Relate when and how you learned about the position.

Body (Development) - in one or two short paragraphs, tell the employer how your skills, qualities, and qualifications match the requirements of the job. This information should be linked specifically to the job being applied for. You may highlight a particularly relevant accomplishment here. While you don't repeat what you've written in the résumé, you can highlight or re-word experience you have had.

Closing (Wrap Up) - ask for an interview and give the employer your specific contact information and availability. Inform the reader that you will be checking back during a defined period of time to set up an appointment.

Sincerely,

(Signature)

DIVERSIFIED EMPLOYMENT SOLUTIONS/SOLUTIONS DIVERSIFIÉES EN EMPLOI

(506) 383-9033

www.ahsjobsearch.com