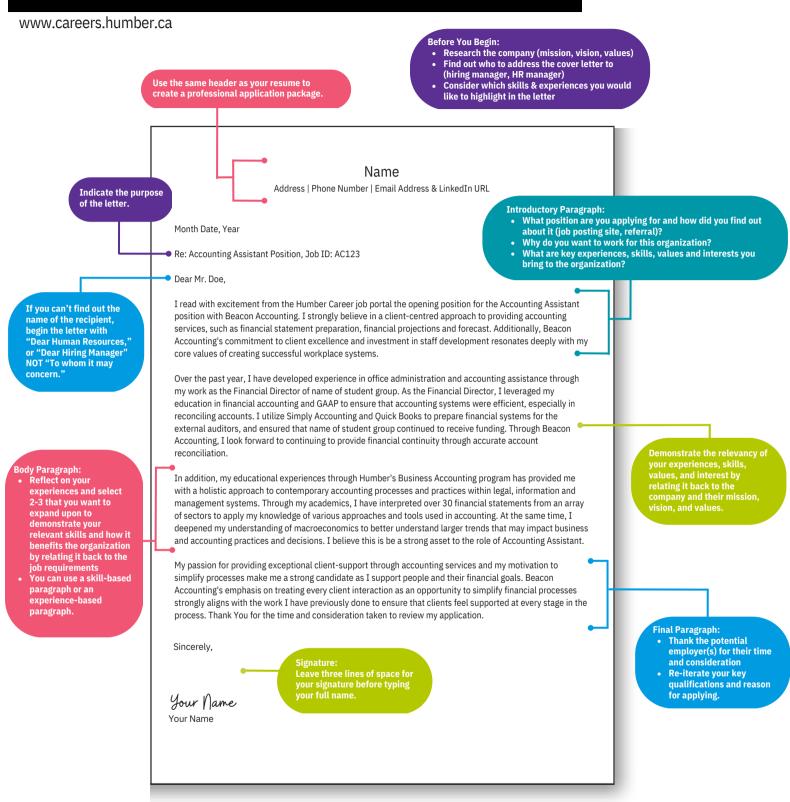
COVER LETTER ANATOMY



COVER LETTER TIPS

www.careers.humber.ca

Do not repeat your resume! Your cover letter gives you the opportunity to highlight key skills and qualifications from your resume Remember to use your own voice! Express interest, and enthusiasm for the field, position, and company. Keep the format similar to your resume (fonts, size, letterhead, margins, etc.)

The cover letter should fit on one page.

Remember what the employer's needs are and how your qualifications will benefit them.

When submitting your application via e-mail, ensure that you title the documents with your name, position title and job ID.

Visit <u>careers.humber.ca</u> to find program specific cover letter samples under *Career Resources*.

