**SAME HEADER AS YOUR RESUME**

Address Phone Number McMaster Email

Application Date

Name of contact person (if known) or leave blank

Company Name

Company Address

Dear \_\_\_\_\_\_\_ (Hiring Manager, Recruitment Team, or name of person if known),

**First paragraph — Make a First Impression:** Let the employer know why you are interested; attract the reader’s attention; include any achievements, skills, or any other reason why you feel you would excel in the role.

X

X

X

**Second paragraph** — **Expand Upon Your Skills:** Highlight relevant skills based on what the employer is looking for; choose your strongest skills as they relate to the role; focus on your accomplishments and ‘proof.’

**Format choices for the second paragraph**: The format should match your brand and the position; either a one paragraph format which highlights three skills (and **one** corresponding example or accomplishment from your resume per as proof OR use a two column approach – see below).

Skill #1 Specific example from your resume that demonstrates this skill

Skill #2 Specific example from your resume that demonstrates this skill

Skill #3 Specific example from your resume that demonstrates this skill

***\*\*Note – the 3 skills that you highlight need to be directly co-related to those skills being sought after in the job description.*** Do NOT provide skills that are not listed in the job posting.

**Third paragraph — Tie Everything Together:** Sell the reader on how your specific skills apply to the role, or what you know about the company; mention something you have learned from an information session or networking event you attended; think about how you will help the company, and not how they will help you.

X

X

X

**Closing Line:** Thank them for reading

Sincerely / Best Regards,

Your Name