

Writing a Strong Cover letter

Keep your letter concise and typically no more than one page.

Becky Newman, ROI Job Coach

How to Structure Your Cover letter

A strong cover letter follows a clear structure that is easy for employers to read and evaluate.

Opening paragraph

State the position you are applying for and where you found it. Express enthusiasm and briefly introduce your background.

Body paragraphs

Include one to two paragraphs that expand on your experience.

Explain why you are interested in the company and how your background aligns with the role. Avoid repeating your resume. Instead, highlight your impact and include specific examples.

For rural and remote roles, it is especially important to demonstrate:

- Strong communication skills
- Time management and organization
- Ability to work independently
- Experience with remote tools or virtual collaboration

Closing paragraph

Reaffirm your enthusiasm for the role and the company. Summarize why you are a strong fit and clearly express your interest in an interview. Do not leave it up to the employer to follow up. Let them know you look forward to hearing from them and thank them for their time.

Sign-off professionally

End your letter with a professional closing such as Sincerely or Best regards followed by your full name.