

Cover Letter and Guidelines

General tips:

Customize your letter based on what job you are applying for by:

- Address the letter to a particular person NOT an organisation (find out who is in charge of hiring, get the corrects spelling of their name and title)
- Demonstrate that you know the requirements for the job you are applying for
- Highlight your skills, experiences or achievements that match the position you are applying for
- Show that you are enthusiastic and possess a positive attitude
- Keep it to 3 paragraphs
 - Introduction: tell why you are writing, where you heard about the position
 - Body of Letter: link your qualifications and skills to the job, tell the employer what you can do for him/her and refer to your resume
 - Closing: thank the employer and provide contact information to be reached for an interview
- Remember to sign your name
- Keep it simple and to the point
- PROOFREAD carefully
- Place in front of your resume

Possible templates

Services for Youth

http://www.youth.gc.ca/eng/topics/jobs/tp_cl_advertised.shtml

For more tips go to:

Government of Canda

<http://www.youth.gc.ca/eng/topics/jobs/cover.shtml>

Seneca

<http://www.senecac.on.ca/student/careerservices/pdf/cover-letter-example.pdf>

Education Canada

<http://www.senecac.on.ca/student/careerservices/pdf/cover-letter-example.pdf>

Prairie Valley School Division; Looking at Life Beyond High School. (2011). A Career Planning Resource for Parents and Guardians of Teens.

Cover Letter Sample

Date

Company Name
Street Address or Box Number
Community, Province
Postal Code

RE: JOB POSITION/TITLE

Dear Mr./Ms. _____: (Address to a specific person. Avoid Sir/Madam if possible)

In paragraph one state the position that you are applying for and tell the reader how you found out about the job. Also state why you are interested in this job. Try to highlight your best qualifications/skills without stating them outright.

In paragraph two explain why you are suitable for this position or type of work. Include academic qualifications, related classes and related experience (including volunteer or school related) that qualifies you for the position. Describe any other important work history or related skills/abilities. Keep your paragraphs short. However, if necessary, you can break this section into two paragraphs.

In the final paragraph state that a resume or application is enclosed for more information. Offer to provide additional information, if needed. State that you are available for an interview at their convenience. If appropriate, let the reader know you will be checking back to set up an appointment. Always thank the reader for considering your application.

Sincerely,

Your Name
Street Address or Box Number
Community, Province
Postal Code