

Cover letters **explain why you are sending a resume** and **summarize the parts of the resume** you wish to bring to the employer's attention.

It is a **personal introduction, your skills, and your desire to work for that company**. A cover letter is also your chance to show how well you write and a little of your own personality.

The Body of a Cover Letter:

- Your name, address and phone number should always appear at the top of the page
- Mention your interest and the position you are applying for
- Use statements about your skills, experiences and accomplishments that relate to the position you are seeking – relate these to what the employer is looking for
- Express your interest in working for this specific company
- State your availability for further contact
- Ask for an interview and express appreciation for the readers consideration

Tips

- Cover letters should always be addressed to the individual responsible for hiring and the job you are applying for
- If a first name basis was established through a previous conversation, you could use "Dear Sue"
- If you are unable to identify the reader then address your letter to the Human Resources Department or Hiring Manager
- Cover letters should always be typed unless specifically asked to be hand-written
- Thoroughly check for spelling and grammatical errors
- Make sure your letter is properly positioned on the page
- Align the letter to the left side of the page (full block style)
- Always sign your cover letters

Cover Letter

Outline of a Cover Letter

Your Name
Your Mailing Address
City, Province, Postal Code
Your Phone Number

Date

Name of Contact, Contact's Title
Name of Company
Company Mailing Address
City, Province, Postal Code
Fax Number (if required)

Dear **(or)** Attention

Why You Are Writing

- Opening statement should be strong to capture the employer's interest
- Reference the source of the job lead, including date of ad, position title, any file or job order #

What You Have To Offer

- Specify how your qualifications match specific job requirements found in the job advertisement

Why This Company

- Explain briefly why you are interested in working for the employer/organization
- Demonstrate knowledge about the company

Closing Statement

- End your letter with a positive note indicating how you will follow-up

Sincerely,

(Your signature)

Your name typed

Sample Cover Letter

John Smith
123 Main Street
Barrie, Ontario
L4M 1G8
(705) 123-4567

July 5, 2004

Jack Turner, Manager
The ABC Manufacturing Company
Barrie, Ontario
L4M 1T7

Dear Jack Turner:

I was very interested to see your advertisement for the Administrative Assistant position with ABC Manufacturing Company in the July 2, 2004 edition of our local newspaper. My resume is enclosed for your review.

Eight years office experience, three of which were within a manufacturing environment, make me an excellent candidate for this position. I have exceptional keyboarding skills with a keen attention to detail. I am a reliable and flexible individual with the experience and skill base required to be successful with ABC Manufacturing Company. In addition, I have training in MS Office as required for the position.

I look forward to meeting with you to discuss the position of Administrative Assistant in detail, and to expand on my experiences and skills. I can be reached at (705) 123-4567 any time. Thank you for your time and consideration.

Sincerely,

John Smith