

# Making a General Cover Letter

## Parts of a Cover Letter

### 1. Letterhead

Use your own name, address, phone number, email address

### 2. Date

Use the current date and change it for your real letter later.

### 3. Inside Address

Normally you would include the address of the organization in this space. In your general cover letter just leave this space empty until you need to put in a real one.

### 4. Salutation

For your real letter, you will need to get the name of someone by contacting the organization and asking for a name. In the meantime, you can use "To whom it may concern:".

### 5. Body: Three Paragraphs

a. The first paragraph clearly indicates the purpose of your letter.

b. The second paragraph goes into the details of matching your skills and qualities with those of the job ad. See below for the process of composing this paragraph.

c. The third paragraph thanks the reader and politely assumes that you will have an interview. Give details of where and when you can be reached.

### 6. Closing

This is where you give your signature between the "Sincerely" closing and your typed name. Leave about 5 blank lines in between.

Cover letters are attached to your resume when you apply for a job. The purpose of cover letters is to persuade the employer that you are well suited for the job. This persuasion process involves predicting the skills and qualities the employer is looking for and then briefly proving, in a confident way, how and why you have these qualities.

Writing cover letters can be painstaking and difficult especially when you need one "tomorrow" for that job you've just heard about. Therefore its a really good idea to compose a general cover letter of your top five skills to keep on hand. You can then use this letter at a moments notice. To fine tune the letter, replace some of the skills in your letter with the relevant skills for the job.

## A sample of a general cover letter

1. Dick Shunary  
888 Adverbial Way  
Sechelt, B.C.  
VON 1V0  
886 -5555  
dshunary@ uniserve.com

2. September 5, 2002

3. Put Organization Address Here  
For general cover letters,  
where you don't have an address,  
leave this section blank.

4. To whom it may concern:

5a. In my efforts to earn employment with your organization, I am writing this letter to highlight my skills and qualifications. In reading my resume, I believe you will find my qualifications and attributes make me a very suitable candidate for employment.

5b. Firstly, through my participation in the local rep hockey team, I understand the benefits of being a team player. My volunteer work at St. Mary's Hospital, caring for and interacting with patients, has also helped me develop mature communication skills. Through my work at Clayton's Market, handling products and aiding customers, I have become familiar with the basics of sales and customer service. Furthermore, my time on the Chatelech Yearbook Committee has given me excellent experience in working with others and realizing the value of being organized. Finally, in my desire to build on my supervision skills I've worked hard to complete my level one first aid. In conclusion, I am ready to make valuable contributions to your business.

5c. I greatly appreciate your consideration for employment and I look forward to further discussing my qualifications in person. I may be reached at the phone numbers given above. The best times to contact me are weekdays between 9:00 am and five pm. Thanks again for your time and consideration.

6. Sincerely,

Dick Shunary

# The Cover Letter

## Composing the Important Middle Paragraph

### Circle Your To 5 Skills

- Communication skills
- Technical skills
- Computer skills
- Math/Numerary skills
- People skills
- Leadership skills
- Teaching skills
- Teamwork skills
- Creative skills
- Initiative
- Sales skills
- Organizational skills
- Learning skills



### A sample of a general cover letter

Dick Shunary  
 888 Adverbial Way  
 Sechelt, B.C.  
 V0N 1V0  
 886 -5555  
 dshunary@ uniserve.com

September 5, 2002

Put Organization Address Here  
 For general cover letters,  
 where you don't have an address,  
 leave this section blank.

To whom it may concern:

In my efforts to earn employment with your organization, I am writing this letter to highlight my skills and qualifications. In reading my resume, I believe you will find my qualifications and attributes make me a very suitable candidate for employment.

Firstly, through my participation in the local rep hockey team, I understand the benefits of being a team player. My volunteer work at St. Mary's Hospital, caring for and interacting with patients, has also helped me develop mature communication skills. Through my work at Clayton's Market, handling products and aiding customers, I have become familiar with the basics of sales and customer service. Furthermore, my time on the Chatelech Yearbook Committee has given me excellent experience in working with others and realizing the value of being organized. Finally, in my desire to build on my supervision skills I've worked hard to complete my level one first aid. In conclusion, I am ready to make valuable contributions to your business.

I greatly appreciate your consideration for employment and I look forward to further discussing my qualifications in person. I may be reached at the phone numbers given above. The best times to contact me are weekdays between 9:00 am and five pm. Thanks again for your time and consideration.

Sincerely,

Dick Shunary



### Start With Your Top 5 skills

### Give evidence of each skill

### Compose a sentence explaining how your evidence proves your skill. Combine to make the paragraph.

Team work skills	→	hockey interest	→	Firstly, through my participation in the local rep hockey team, I understand the benefits of being a team player.
Communication skills	→	St. Mary's volunteer work	→	My volunteer work at St. Mary's Hospital, caring for and interacting with patients, has also helped me develop mature communication skills.
Sales skills	→	Clayton's Market work	→	Through my work at Clayton's Market, handling products and aiding customers, I have become familiar the the basics of sales and promotion.
Organizational skills	→	Chat Yearbook Committee	→	Furthermore, my time on the Chatelech Yearbook Committee has given me excellent experience in working with others and realizing the value of being organized.
Leadership skills	→	First aid course	→	Finally, in my desire to build on my supervision skills I worked hard to complete my level one first aid.