

Sample cover letter

Opening: Why do you want this job?

Body: Describe your experience relevant to the essential qualifications of the position. Emphasize your education, experience, skills and personal qualities in relation to the job.

Discuss why you would be well suited to this position.

Closing: Although the cover letter is not required, it can bring attention to specific important information not found in the resume.

Dear Sir/Madam:

RE: Administrative Assistant, Department of Health and Social Services Requisition #289.

I am writing to your advertisement of the above noted position in the Whitehorse Star, Friday, January 10, 2015. At this time in my career, I am looking for new challenges and an opportunity to use my secretarial skills in your department.

With reference to the qualifications described in the advertisement, you will see from the enclosed resume that I have:

- 15 years of experience in secretarial and administrative support positions, with increasing levels of responsibility.
- Computer training and experience using Microsoft Word.
- Extensive experience in taking the initiative to organize an office, with little supervision.
- Business Administration Diploma;
- First Nation Management Diploma;

In addition to my extensive office experience, I have strong communication and organizational skills, a commitment to providing excellent customer service, excellent administrative skills and I am able to work independently and within a team environment. I have been recognized in my volunteer work for my abilities to organize events and take responsibility for fund raising activities. My broad background and experience makes me an excellent candidate for this position.

I look forward to an opportunity to further discuss my qualifications for this position with you.

Sincerely,

Jane Doe

Sample resume

Formal education (degree, diploma, certificate, etc). Include courses that are relevant to job posting.

List relevant short courses, workshops & licenses.

List most recent work experience first. Include month & year, position title, name & location of employer and duties in your own words.

Clearly state your skills, experience & knowledge as it relates to each essential qualification.

Education

2015 – Business Administration, Certificate received in Yukon College
2012 – Financial Management, Diploma received in Calgary Alberta

Other Training

2015 - Microsoft Excel Fundamentals, Course, Yukon College, Whitehorse, Yukon
2015 - Microsoft Excel Tool, Course, Yukon College, Whitehorse, Yukon
2014 - Microsoft Word, Course, SAIT, Calgary, Alberta
2010 - Microsoft Access, Course, SAIT, Calgary, Alberta

Work Experience

January 2015 – Present

Administrative Assistant, Public Service Commission, Whitehorse, Yukon

- Coordinate all staffing request from departments which includes entering Action Request Forms into Access database, preparing competition and exemption files for Human Resources (HR) to pick up
- Coordinate all advertisements for Yukon Government job postings, assist departments with draft and review of ads
- Answer calls and inquiries for all employees and members of the public, forward enquires to the appropriate
- Using Microsoft Outlook for calendar management, creating meetings and inviting attendees, locating and booking available meeting room
- Experience in maintaining and management of confidential records
- Prepared and distribute Memos using Microsoft word

June 2014 – December 28, 2014

Receptionist, Jungle Ride Office, Calgary, Alberta

- Provided front end reception by greeting customers and directing them to the appropriate person in the organization

Sample resume continued

Clearly cover all essential qualifications in the job posting -- if you have them.

List associations if relevant to the job.

List achievements and awards if relevant to the job (do not attach copies).

List your volunteer experiences if relevant to the job.

Be brief if jobs were held more than 10 years ago.

- Photo copying, faxing, answering phones
- Maintained an electronic and manual filing system by entering all new clients
- Answered calls and requests for information for the public and current employees
- Handed out pamphlets, addressed any concerns and issues they had and forwarded their concerns to the appropriate branch
- Assisted employees regarding inquiries about their pay and benefits forms
- Sorted and distributed all incoming mail for departmental branch
- Updated all phone lists and notes using Microsoft Word, and Excel, as needed

December 2013 – May 2014

Child Care Worker, Let's Have Fun, Calgary, Alberta

- Responsible for six toddlers
- Responsible for staffing and scheduling – interviewed candidates for positions
- Working with parents, family and children
- Dealing with sensitive care issues
- Providing quality childcare for community children
- Preparing snacks and lunches
- Providing different indoor and outdoor activities
- Prepare meals and snacks
- Pick up and drop off school age children
- Attending scheduled internal staff meetings

February 2010 – April 2010

On Call Receptionist, Southland Registration, Calgary, Alberta

- Answered telephone and email enquiries and redirected the calls and email as necessary

Sample resume continued

- Provided front end reception by greeting clients and members of the public.
- Receiving and processing all incoming and outgoing mail
- Word-processing correspondence, memoranda, reports, and documents when required using Microsoft word
- Arranged travel, itinerary and schedule when required for the director and supervisor
- Booking and maintaining boardroom facilities and staff vehicles
- Arranged meetings as needed
- Provided financial functions such as banking, depositing funds, receiving and recording of rental payments, maintaining petty cash for small maintenance projects, processing and maintaining purchase order book and invoices

Volunteer Experience

April 2000 – October 2005, Secretary – Treasurer, School Committee, Golden Elementary School, Calgary Alberta

- Organized fund raising events
- Maintained accounting records (using ACPAC)
- Received and disbursed moneys for class field trips

References

Available upon request

Include 2-3 references here or take them to your interview. List name, title, organization, address, phone # and work relationship. Use former supervisors or others who know your work -- if they've agreed to provide a reference. Don't attach copies of reference letters.