

Sample # 1

REMEMBER TO USE SPELL CHECK BEFORE PRINTING!!!!!!

Sample Cover Letter

Name
Address
City, Province
Postal Code

January 6, 20XX

To Whom It May Concern: **(If you know the person's name use it)**

Please accept my application for the position ofat your I have attached my resume for your perusal.

I am currently attending Oak Bay Secondary School and planning to..... Every job I have had has dealt with customer service in one way or another. My first two summer employment experiences involved working..... Through these experiences I learned a great deal about..... I also was given the opportunity to interact with many tourists as well as local customers.

My schooling and volunteer experiences have also given me valuable skills, especially regarding computer skills, written skills, and having a positive attitude in general. I am very active in both my own community and school with such organizations as

All of my school, volunteer, and employment experiences have helped..... I believe that the combination of experiences I have had interacting with people.

Thank you for your time and consideration. If given the opportunity to work forI am sure that my work ethic and friendliness would be an ideal combination for the position of..... I look forward to hearing from you.

Sincerely,

Your name typed
Sign between and please leave 4 spaces

Sample # 2

4326 Maple St.
Victoria, BC B8T 2Y3

September 7, 20XX.

Helen Brown
Supervisor, Public Relations Department
BC Hydro
4400 West Saanich Road
Victoria, BC V4S 2G3

Dear Ms Brown:

Please accept my application for the position of Information Officer, Competition #3456, with BC Hydro, as advertised in the University of Victoria Career Services.

As my enclosed resume indicates, I have a BA in English from the University of Victoria, and have taken several courses in Creative Writing. My work experience has encompassed public relations, writing, editing and administration.

My most highly-developed skills are in the field of oral and written communication. My course work in the Creative Writing program has been invaluable in providing me with solid writing and editing skills. My writing experience has covered a wide range of topics. I have worked in various capacities on the staff of two student newspapers: in paste-up and lay-out, as an editor/proof-reader, and as a reporter. I believe my interpersonal skills have been well developed in my liaison role with various university departments and student organizations.

I have enclosed one small, recent sample of my work, and I would be happy to bring further examples to an interview. I may be reached by telephone during the day at 555-4433, or at home at 123-7645. Thank you for considering my application.

Sincerely,
(sign your name here)

Kris Killier