

# COVER LETTERS

## COVER LETTERS

**What is a cover letter?** A cover letter is a letter that tells an employer what specific job you wish to apply for and why you would be the best person for the job. In your cover letter, you choose information from your background (and your resume) that you can use to tell the employer what skills, abilities, education and work experience you have that is related to the position. The cover letter also asks for an interview.

### **When do you use a cover letter?**

A cover letter is used any time you are applying for a job, unless you are going in person to fill out an application form that is required by the company. Job ads will often require a cover letter (sometimes it is referred to as a letter of application).

**\*\* ASSIGNMENT - You must prepare a cover letter for marking that will respond to the attached "mock job ad". You may respond to the ad by choosing the position of Cashier or Front End Packing Clerk. Your cover letter for this position will be the one that is marked for Co-op. When it comes time to apply for your actual Co-op job, you will just adjust the paragraphs of the letter to provide the appropriate information for your Co-op Employer.**

**See the sample to follow for how to write a cover letter.**

Mr. Joe Shmo(your name)  
14 Smith Street(your address)  
Gander, Newfoundland(your city, province)  
L4A 5T7(your postal code)

January 23, 2007(date of typing)

Name of Contact  
Job Title of Contact  
Company Name  
Address of Company

Dear Mr.Mrs.Ms (Contact name):

Paragraph One

- State your interest in applying for a particular job
- Name of the job and how you found out about it
- State your enthusiasm for the job

Body

- Review your skills and experiences that are relevant to the job you are applying for
- List your personal qualities that would make you a good choice for the position

Closing Paragraph

- Request an interview and leave a number where you can be reached

Sincerely,

(sign your name in blue ink so that it looks like an original letter)

Typed name

Enclosure: - Resume

## WANTED

Part-time employment opportunity. Our company has openings for both Cashiers and Front-End Packing Clerks.

If you:

- enjoy working with people
- have experience working with cash
- are willing to work as a member of a team
- are reliable

Please forward your resume, complete with a cover letter and references to:

Mrs. L. Catteau  
Human Resources Manager  
Zehrs Markets  
272 Nicklaus Street  
Kitchener, ON  
N1H 3YP

# Cover Letter -S A M P L E

1877 Bloor Street  
Toronto, Ontario  
M2R 1A4  
January 20, 2007

Ms. Susan Wright  
Manager  
The Second Cup  
2600 Yonge Street  
Toronto, Ontario  
M2L 1Z4

## Sample Paragraphs

1. State the position wanted and where you heard about it. Please consider my application for a part-time position as cashier at your Second Cup location. John Barry, your assistant manager, is a neighbour and he mentioned that your location would be hiring part-time workers in the new year.

2a. If **no** work experience, highlight other related activities and skills. While attending high school, my extra-curricular experiences have included playing basketball and volleyball for the school teams as well as one year in the chess club. My communication skills are above average. I would enjoy working in a customer service role. I would have no difficulty making change for customers

**OR**

2b. If **some** work experience, relate it to the job wanted. Last summer, I worked at Harvey's doing general maintenance and counter help. My service and communication skills are above average and I work well in a team

3. Request interview and provide contact information. I would appreciate the opportunity to meet with you to discuss my qualifications and outlined on the attached resume in further detail. You can reach me to arrange an interview at (416) 927-3359. I look forward to your response. If I don't hear from you by early January, I'll give you a call.

Yours truly

Ron Hart  
*Enclosure - Resume*

**JANE JOB**

**Assignment – name 4 things wrong with this letter.**

137 Dundas St., London, ON N6A 1E9

(519) 660 1919

January 20, 2000

Ms. Nicole Brat  
Famous Players Cinemas  
96 Jobme Road  
London, ON  
N6A 1E9

Dear Ms. Brat,

Please accept my enclosed resume as application for a Customer Service position at the Silver City Famous Players cinema. Once you review my qualifications, I am confident you will find a strong candidate for the position.

My background includes two years experience working in a fast-paced environment at McDonald's restaurant, where my duties included processing food orders and cash transactions, and serving customers in a timely and courteous fashion. In addition, I have had the opportunity to work with people of diverse backgrounds while volunteering at the Cross Cultural Learner Centre, which has enhanced my communication skills. I strongly believe these qualities add credibility to my application, and I would thrive on being part of the Famous Players team.

I am available for an interview at your convenience, and can be easily reached at (519) 660-1919. Thank you for your time and consideration. I look forward to future contact.

Sincerely,

Jane Job

**Prepared by: The Student Employment Centre**

