

HOW TO WRITE A COVER LETTER



The enclosed information was created by Chatham-Kent Employment Resource Centre staff for general purposes only. For accurate, detailed and up to date information, consult with the actual service provider.

April 2009

Sample Cover Letters

Career Tip: Why is a cover letter so important?

It's your first chance to "speak" directly to an employer about how your qualifications match the job.

The cover letter is attached to your resume and it's the first thing an employer reads. Think of it as your "Hello", handshake, and smile. It has to:

- Be polite, positive, and appealing
- Make the employer want to know more about you
- Inspire the employer to read your resume carefully

Career Tip:

A Cover letter should be typed and never more than one page long. Also, break the text into short paragraphs...it makes it easier to read.

What Employers Think About Cover Letters

A "Window" on You

"A cover letter is like a window that enables you to view an applicant's communications skills, enthusiasm, and to a certain extent, style, and personality. I look specifically for a professionally written letter that has creativity as well as basics such as accurate spelling, sentence structure, and vocabulary."

Laura Sbrocchi, Client Support Assistant, Human Resources, Consumer Impact Marketing Ltd.

Address a Specific Person by Name and Title

"It's not impressive when a letter comes addresses to 'Dear Sir or Madame' or 'to Whom it May Concern'."

Good Writing Counts!

"If a cover letter is carelessly written, then I think the person doesn't care how he or she comes across and probably won't care who they rent our cars to."

Angela Sample, Human Resources Manager, Enterprise Rent-A-Car

"A well-written cover letter shows that you're prepared to work to get a foot in the door, and you're willing to meet with me and demonstrate your skills."
Beverly MacIntyre, President, BKM Research & Development Inc.

Show Confidence in Your Skills

"I look for a coherent, articulate cover letter that shows a person who is confident in his or her abilities. I don't want someone who simply says 'I'm the best person.' And please-short, sweet and to the point."

Emily Loh, Human Resources Administer, Hughes Aircraft of Canada Ltd, Systems Division

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The Cover Letter Formula

Suggested Length

Less than one side of a page. Exceptions to this suggestion arise if you are responding to several selection criteria.

The Format

Your name

Address

Phone number

Email Address

Date

Employer name

Title

Name of business

Business address

Mr./Mrs./Ms. (Employer Name),

First Paragraph:

State the purpose of your letter-submit your application, mention the job title and reference number, as well as the source of the job offer (for example, the newspaper or www.jobjobbank.gc.ca). If someone has referred you to the company, mention it.

Second Paragraph:

Explain why this job interests you and explain why the employer should hire you (list your qualifications, interests, aptitudes, knowledge, and experience); invite the employer to refer to your resume. Describe your qualities by presenting examples taken from your previous work experience. It is important to show that this experience will add to their company.

Third Paragraph:

Encourage the employer to contact you for an interview by mentioning your availability and your phone number, Thank the reader for his or her time.

Sincerely,

Signature

Name

Enclosure

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April 2009

Amy Matthews
177 River Street
Chatham, ON, N8T 3F7
519.333.3333
amatthews@sympatico.ca

October 31, 2009

Ms. Jane Layton
Manager
The Shamrock Restaurant
120 Main Street
Chatham, ON, N5T 5F8

Dear Ms. Layton,

Please find enclosed my resume in application for a part time position as a Bar Attendant at your restaurant. I encountered this job opportunity on the HRDC website www.jobbank.gc.ca. (Advertisement # 6883528)

As you will see from my resume I have considerable experience in this role having worked in several establishments in the Chatham-Kent area. I feel comfortable working in a fast-paced environment and have successfully completed my Smart Serve certification. I can arrange my hours to suit your needs and will prove to be a flexible hardworking member of the team if chosen as the successful applicant.

I look forward to meeting with you at your earliest convenience to further discuss my qualifications. Please feel free to contact me at any time at the number stated above.

Sincerely,

Amy Matthews

Amy Matthews

Enclosure: Resume

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April 2009

Amy Matthews
177 River Street
Chatham, ON, N8T 3F7
519. 333.3333
amatthews@sympatico.ca

October 31, 2009

Ms. Deanna James
Manager
Ladies Fashion Department
Sears Department Store
Chatham, ON, N7T 3D3

Dear Ms. James,

Please find enclosed my resume in application for a part-time position as a sales assistant at your store. I encountered this job opportunity in the Chatham Daily News on October 30th, 2009

As you will see from my resume I have gained considerable experience in this role having worked in the ladies fashion departments of several large stores throughout South Western Ontario. I am aware that you require a level of flexibility for this position and that the hours can change on a weekly basis and I would like to assure you that I can be as flexible as required to suit business needs.

I look forward to meeting with you at your earliest convenience to further discuss my qualifications. Please feel free to contact me at any time at the number stated above.

Sincerely,

Amy Matthews

Amy Matthews

Enclosure: Resume

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Amy Matthews
177 River Street
Chatham, ON, N8T 3F7
519.333.3333
amatthews@sympatico.ca

October 31, 2009

Ms. Sally Bruce
Manager
The Kitchen
132 Copley Street
Chatham, ON, N8K 4F7

Dear Ms. Bruce,

Please find my resume enclosed for the position as wait staff in response to your advertisement on www.jobbank.gc.ca. (Advertisement # 1562758)

From my resume you will see that I have a large amount of previous work experience in this field. I feel comfortable working in fast-paced environments and have the ability to work independently or in a team atmosphere. I have always proven to be a reliable and flexible individual willing to work the hours to suit the needs of the company.

If you should require any additional information contained in my resume, I am contactable at the above numbers.

I look forward to hearing from you at your earliest convenience.

Sincerely,

Amy Matthews

Amy Matthews

Enclosure: Resume

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Amy Matthews
177 River Street
Chatham, ON, N8T 3F7
519.333.3333
amatthews@sympatico.ca

October 31, 2009

Mr. Glen McLean
Human Resource Manager
Tel-Com International
555 Queen Line
Chatham, ON, N9K 4T5

Dear Mr. McLean

I am pleased to respond to the position as a Customer Service Clerk at Tel-Com International. I encountered this employment opportunity on www.workopolis.com.

As you will see from the attached resume, I have spent numerous years in the call centre sector where I have gained both practical and theological knowledge. During this time frame I have been able to successfully meet the needs of the clients in a professional manner and have proven myself to be a reliable and flexible employee. I am an efficient, well-organized and positive individual and feel that I could quickly contribute to your team.

I look forward to meeting with you at your earliest convenience to further discuss my qualifications.

Sincerely,

Amy Matthews

Amy Matthews

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April 2009

Bradley Pitt
555 Bloomfield Rd.
Chatham, ON, N7M 5J5
519.555.5555

Re: Employment Position

Please accept my resume as indication of my interest to be part of your successful team and organization. I bring over 20 years of fabrication and factory experience with recent upgrading and skills.

Throughout my employment history, I have been given responsibilities and new tasks as I accomplish and learn new skills quickly. I show an unprecedented dedication in my work ethics and enjoy training other in my trades.

Some of the skills and accomplishments that I bring with me:

- Lift Truck licence through Tear Services, 2008
- WHMIS Certified
- Assisted Engineer departments with research and development for new contracts
- Effective trouble shooting skills, working closely with foremen and labourers
- Knowledgeable in many presses and machines used in most factories
- Safe work ethics

I would appreciate an opportunity to bring my valuable factory experience to your company as I know that I can make a positive difference. I am flexible to come in for an interview to further discuss my assets. Feel free to contact me at the above telephone numbers at your earliest convenience.

Thank you,

Bradley Pitt

MEGAN RYAN

555 King Street West, Chatham, Ontario, N7M 7H5
519.555.5555 or Meganryan@hotmail.com

Sample- 'T' Style

March 28, 2009

Municipality of Chatham-Kent
315 King St. West, P.O. Box 6401
Chatham, ON
N7M 5K8

Attn: Cathy J.E. Hoffman
Director, Human Resources

**RE: Social Services Assistant (Clerical)
Job # CSE 08-4**

Dear Ms. Hoffman,

Please accept my resume as indication of my interest in the above mentioned posting which was found on the Service Canada job bank and also forwarded to me via Municipal employee, Janice Joplin. I offer strong organizational skills from two health related facilities that demand confidentiality and exceptional analytical skills.

Your Requirements

- 2 years practical experience
- Excellent computer skills
- Reception duties
- Operate office equipment
- Clerical support

My Demonstrated Skills

- 15 years @ PGH
- Proficient in Microsoft Office, Excel, Access
- Operate multi-line telephone system, answering public inquiries, direct calls to appropriate dept.
- Operate: fax, photocopier, collating, postage machine, printers
- Perform administrative task: mail, typing formal letters, maintain a comprehensive data base

I look forward to an interview with you to discuss how I am qualified to fill the needs of the Municipality in more than one capacity. Please feel free to contact me at 519.555.5555 or E-Mail at Meganryan@hotmail.com

Yours truly,

Megan Ryan

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