

Cover Letters

Getting Started:

- **Deconstruct the job description:** Underline key qualifications and responsibilities of the position. Watch for repetition of key words. Tailor your cover letter to the job description.
- **Assess your fit with the position:** Identify the skills and experiences you possess that directly relate to the position. Highlight these skills using examples in your letter. Stress how the employer will benefit from these skills and experiences and how you will be an asset to the company.
- **Research the organization:** Customize the cover letter to the organization and the position. Check out the company website, search for news articles featuring the company— do your homework!

Your Name
Your Return Address

Date

Contact Name and Title
Company Name and Address

Subject (optional)

Dear (First Name Last Name),

Opening:

- Present a strong opening sentence to grab the employer's attention. Be original - why do you want to work for the employer? Connect with research you have gathered on the company.
- Identify the position you are applying for and express your interest in it - show your enthusiasm.

Body (1-3 paragraphs - this can be broken up by education, and work / volunteer experience):

- Discuss your education, specifically any courses or projects that would be beneficial.
- Discuss skills and experiences that are *relevant* to position. Select key points to highlight your fit.
- Use clear examples to demonstrate and back up your skills.

Closing:

- Restate your interest and indicate that you look forward to discussing your qualifications further in an interview.
- State how you can be contacted and provide a main phone number (ex: 604-854-4507) and/or professional e-mail address.

Sincerely,
(sign your name)

Type Your Name

Remember:

- Keep it to one page
- Proofread for spelling, grammar and punctuation errors
- Have someone else edit your cover letter



Sample Cover Letter

Rachel Green

123 Park Street Abbotsford, BC V1W 2E3

September 1, 2008

Lindsay Sasaki, Student Employment Coordinator
University of the Fraser Valley
Career Centre
33844 King Road
Abbotsford, BC V2S 7M8

Re: Application for Career Centre Assistant

Dear Lindsay Sasaki,

Helping my peers with their job search and resume development is a special interest of mine. Ever since I spent a summer working with the Service Canada Centre for Youth (SCCY), I have developed a passion for career development and I am excited to apply for the position of Career Centre Assistant.

As a Summer Employment Officer with SCCY, I liaised with employers to create employment opportunities for youth in the community and also worked with students delivering presentations on job search skills, resume writing, interviewing, and workplace safety. I thoroughly enjoyed interacting with students and employers on a daily basis and providing them with outstanding customer service.

Currently, I am in my second year of the Bachelor of Business Administration program at the University of the Fraser Valley (UFV) with a concentration in Human Resources and Marketing. Business and computer classes have provided me with a high level of proficiency using MS Word, Excel, Access, PowerPoint, and Internet applications which will enable me to easily assist students in the Kipp Career Centre Lab. In addition, my volunteer work has included being an active member of the Business Administration Student Association where I have helped organize and plan networking events for my peers.

As a professional, motivated team player I am confident in my ability to work with the Career Centre team. I am extremely enthusiastic about this opportunity and look forward to discussing my qualifications further with you and can be reached through the UFV Career Centre at 604-854-4507 to arrange an interview. Thank you for your time and consideration.

Sincerely,

Rachel Green

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