

## Deconstruct the job description

Tailor your one-page cover letter to the job description by highlighting key qualifications and responsibilities stated in the job posting. Watch for repetition of key words as they are likely important skills and qualifications the employer is looking for.

## Assess your fit with the position

Use examples to identify and highlight the skills and experiences you possess that directly relate to the position and job posting. Provide an explanation on how the employer will benefit from these skills and experiences and how you will be an asset to the company.

## Research the organization

Show that not only are you qualified for the position but that you'd be good fit in the organization. Take the time to review the company's website, social media, and any current news.

## Important to consider when creating your cover letter:

Profile information in your header section (same as your resume)

Date

Contact Name (if known, otherwise Hiring Manager)

Contact position title (if known)

Department name (if known)

Company Name

Company Address

Subject line (use Re: Application for position name, and if applicable, include the job ID number)

Dear (address by First Name Last Name if known, do not assume gender, otherwise use Hiring Manager),

**Opening paragraph:** Present a strong opening sentence to grab the employer's attention. Be original - why do you want to work for the employer? Use your research on the company to connect on a personal level. Identify the position you are applying for and express your interest in it - show your enthusiasm.

**Body paragraphs:** This can be divided into two paragraphs to discuss your experience that are relevant to the position. The first paragraph can focus on your education/academic experience and even any courses or projects that would be beneficial. The second paragraph can focus on transferable work /volunteer experience that would be relevant to the position. Select key points to highlight your fit. Use clear examples to demonstrate and back up your skills.

**Closing paragraph:** Restate and summarize your interest and indicate that you look forward to contributing and learning more about the team and growing within the organization. Do not forget to thank them for their time and consideration!

Sincerely,

Signature

First Name Last Name

# FIRST NAME LAST NAME

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March 14, 2022

Sam Deere  
Career Peer Coordinator  
Centre for Experiential and Career Education  
University of the Fraser Valley  
33844 King Road  
Abbotsford, BC V2S 7M8

Re: Application for Career Peer – Job ID: 33220

Dear Sam Deere,

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. I am interested in applying my working knowledge in this area as a Career Peer at the Centre for Experiential and Career Education (CECE).

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 Outlook which will enable me to easily assist students in the Kipp Student Resources Centre. 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.

In addition to my educational experience, I am currently working as a Summer Employment Officer with SCCY. My role consists of liaising with employers to create employment opportunities for youth in the community and supporting youth in gaining confidence in job seeking. This experience allowed me to display my capabilities of delivering presentations on job search skills, resume writing, interviewing, and workplace safety. Through this work, I discovered that I enjoyed interacting with students and employers daily and providing them with outstanding service.

As a professionally motivated team player I am confident in my ability to continue to learn and grow with fellow Career Peers and from the CECE team. I am eager to contribute to the incredible work CECE does in the supporting student's job readiness and looking to engage with the UFV community even more. Thank you for your time and consideration.

Sincerely,

Your signature

First Name Last Name