

CLOSING SENTENCES

- I would like to know more about this position and would appreciate an interview to discuss how I could contribute my skills and abilities. I may be reached at *Your Phone #*. I thank you in advance for your consideration.
- With my experience/background, enthusiasm and training, I believe I have the ability to contribute to *Name of Company's* continued success and I would like to come and talk with you about it in person. I may be reached at *Your Phone #*. Thank you for your consideration.
- I believe I have the qualifications and enthusiasm to contribute positively to the goals and commitments of your company/organization (*or Name of Company*) and would like the opportunity to meet you and discuss the position further. I may be reached at *Your Phone #*. I look forward to hearing from you. Thank you for your consideration.
- I believe I have the qualifications you are seeking to successfully fulfill the duties of this position and will look forward to discussing my application with you. I may be contacted at *Your Phone # day* and /or evening or a message may be left for me at *Phone Number*. Thank you for your consideration.
- I am most interested in this position and would like the opportunity to meet you and discuss the position further. I may be reached at *Your Phone #*. Thank you.
- I would like to meet with you to discuss the possibilities of employment and may be reached at *Your Phone #*. Thank you for your consideration.
- I am available to begin work immediately (if asked in ad), and would like the opportunity to meet you and discuss the position further. I may be reached at *Your Phone #*. Thank you for your consideration.
- I would be pleased to talk with you in person about this position, and look forward to hearing from you soon, I may be reached at home *Your Phone #* or a message may be left form me at *Phone #*. Thank you for your consideration.
- A personal interview to discuss the position further would be very much appreciated. I may be contacted at *Your Phone #*. Thank you for your consideration.
- I would like to put these skills and abilities to work for a progressive concern/company such as *Name of Company*. I hope I will have the opportunity to expand upon them during an interview with you. I may be reached at *Your Phone #*. Thank you for your consideration.

OPENING SENTENCES

Dear (Reader's) Name, Employer, Manager, Members of the Selections Committee, etc.

- Please Accept my application for the position of *Job Title* i.e. *Lab Technician* as advertised in the *Name of Paper*, i.e. *The Sun*, June 2000.
- Our mutual friend, *Mr./Ms. Name of Contact*, suggested I contact you to inquire about possible openings in you *Company* i.e. *Hospital* for *Job Title* i.e. *Medical Laboratory Technician*.
- In response to your recent ad in the *Name of Paper* for a/an *Title of Position*, I am enclosing my resume showing my past experience in *Name of Field*. As shown on my resume, I am/have/enjoy...
- In response to our telephone conversation of *Date* or (*this morning etc.*) I am forwarding my resume for your review.
- This letter is in response to your ad in the *Name of Paper*, seeking a *Job Title*. I was excited when I read your ad since I have a long-time interest in the *Area of Business Expertise*, i.e. *Food Industry*, and your *Product/service* sounds particularly appealing to me because...
- For the past # years I have worked in the _____ field and I am most interested in the _____ position advertised in *Name of Paper* on *Date*.
- Your advertisement in *Today's (yeasterday's, etc)* or *Date, Name of Paper* stimulated my interest and seems to match closely (exactly) my background and skills.
- I have the skills and potential (training, education etc.) to full the *Title of Position* you advertised in *Name of Paper, Date*.
- Your ad in *Name of Paper, Date* calls for a dynamic and efficient person with interpersonal and communication skills. I believe the enclosed resume demonstrated I have the skills and personal attributes that you are looking for.
- My qualifications, which are detailed in the enclosed resume, match your advertisement in the *Name of Paper, Date, 2000* asking for an organized person with interpersonal skills. My experience includes...

COVER LETTER SAMPLE

Personal Contact Information

Date

Addressee

Person's Title

Company Name

Address

City, Province Postal Code

Salutation:

Introductory Paragraph: specify what position or type of work for which you are applying; where and how you learned about the position; mention your interest in the position/company.

Second Paragraph: tie-in skill sets required for the job; relate your skills, interest, knowledge, and abilities to the needs of the employer. Describe related experience, training, and education. Explain how you are qualified for the position and refer to resume.

Third Paragraph: explain why you are interested in working for this specific employer. Identify something significant about the company. Draw parallels between the company and your career objectives. If you are changing fields, identify reason.

Forth Paragraph: reiterate your interest in the position and company. Have an appropriate closing to pave the way for an interview by requesting an appointment and include follow up (will call; expect call); give your phone number or offer some similar suggestion to facilitate an immediate and favourable reply.

Closing,

Signature line

Enclosure: Resume

Sample Cover Letter Template

Page setup: one-inch margins on all sides

Your return address

123-456 Williamshire Avenue
North Vancouver BC
V7L 1H2

Return 2-4 times

Today's date

September 24, 2005

Return 2-4 times

The full name, position, and address of the reader

Mr. Robert T. Smith
Human Resources Manager
The Gap Stores Ltd.
6273 Marine Drive
Park Royal North
West Vancouver BC V7J 2K9

Return twice

Salutation

Dear Mr. Smith:

Return twice

1. Why are you writing?

I am writing in response to your advertisement placed in the September 15th edition of The Vancouver Sun. In this advertisement, you state a need for a confident and energetic part time sales associate preferable with experience in this field. I am replying to your request with hopes of securing such a position.

Return twice between paragraphs

2. Qualify your reason for writing

Currently I am a Grade 11 student at North Shore Secondary School. I am a person who is responsible and extremely friendly, and feels comfortable around other people. Not only do I have an eagerness for new experiences, but I am also interested in the sales and marketing field as a career. I have completed one hundred hours work experience training at The Bay, Vancouver, where I handled the cash, customers, and replaced inventory for children's wear, men's wear, and sporting goods. I particularly enjoyed helping customers find the items that best suited them.

3. Unique info about you that is helpful to reader

My extra curricular activities include being involved in various drama productions, sports, such as soccer baseball and I hold a leadership role in the school's snowboarding and skiing club. I have volunteered at the school store, where we buy and sell merchandise including sportswear, school supplies and refreshments. I am familiar with all the business and marketing aspects of this small, but profitable store.

4. Ask for what you want them to do

As a regular customer of The Gap, I believe I would be an excellent sales associate and would appreciate having an interview at your earliest convenience. I am available to work weeknights and weekends. You may reach me for an interview at 604-988-8888.

5. Thank you in advance

Thank you for your time and consideration. I have enclosed my resume for you to read and look forward to your call.

Closing

Sincerely yours,

Return 3-5 times for your written signature

Your Name

Aaron Jaboski

Enclosure