

COVER LETTERS

- Use the same heading that is on your résumé.

Your Name

2621 Your Rd., RR #1, Coe Hill, ON K0L 1P0

613-000-0000

Date

Contact Name

Business Name

Street Address

City, Province Postal Code

- Use the date you are submitting your cover letter and résumé
- Make sure all of this information is correct
- Try your best to find out the contact name at the company you are applying to and the correct spelling

Attention: Contact Name

- State the position you are applying for and where you heard about it.

Please accept this cover letter and résumé for the **Cashier** position as advertised on the Service Canada Job Bank.

Through my past employment, I have six years of experience as a cashier. My duties included providing excellent customer service skills, handling cash flow and using the computerized cash register. In addition, I would take the initiative to stock shelves, count inventory and clean. I am able to work quickly and efficiently in a fast-paced environment and enjoy working with the public. With my strong work ethics and organizational skills, I feel I would be an asset to your company.

- This is your chance to sell yourself
- State your related education/training and experience
- Tell them what you have to offer
- This should be 1 to 2 paragraphs long

Thank you for your time and consideration. I look forward to meeting with you for a personal interview. I may be reached at 613-332-0000.

Sincerely,

Jane Doe

Jane Doe
Enclosure

- Always sign your cover letter
- Enclosure means there is something to follow

- Thank the employer for considering your application
- Give the number where you can be contacted

What is a cover letter?

A cover letter is a letter to an employer that highlights your skills and qualifications that are specific to the position for which you are applying.

What to do before you start your cover letter:

- Write down all the education and training you have that is relevant to the position you are applying for
- Write down what related skills and experience you have for this position
- Always thank the employer for considering your application

How to write a cover letter:

- Use the same heading that is used on your resume
- Write it in business letter format
- Try to keep your letter to one page in length
- Always have your name, address, and phone number on your cover letter
- ALWAYS sign your name at the bottom of the page
- Include the date you are submitting your cover letter

Cover Letter Do's and Don'ts

DO	DON'T
<ul style="list-style-type: none">• Address your letter to the company and a specific person• Be formal• Be clear about the position you are applying for• Sell yourself• Keep it brief	<ul style="list-style-type: none">• Send it with mistakes• Use a long word when a short one will do• Use coloured paper• Use images or photos• Make it too wordy

Other helpful hints:

- Make your cover letter your own
- You may use bullets to highlight specific points
- Proofread, proofread, proofread, and have someone else read it for you
- Use your own words to describe your education, skills, and experience
- Include the Job ID or Reference # if there is one included in the posting
- Try not to use To Whom It May Concern - find out the contact name or department