

Cover Letter Writing

Deconstruct the job description

Tailor your 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

Identify the skills and experiences you possess that directly relate to the position. Use examples in your letter to convey that you have these skills along with any other significant skills you possess that are relevant to the job posting. 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. Review the company website and search for news articles featuring the company – do your research! Use this research to connect on a personal level. Show that not only are you qualified for the position but that you'd be good fit in the organization.

For example:

Header with Contact Information (Same as your resume)

Date

Contact Name and Title
Company Name and Address

Subject (for email purposes)

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 phone number (ex: 604-854-4507) and/or professional email address.

Sincerely,

(sign your name)
Type Your Name

FIRST NAME LAST NAME

123 Park Street Abbotsford, BC V1W 2E3 | FirstName.LastName@student.ufv.ca | 604.123.4567

February 1, 2016

Curtis Jones, Student Outreach Coordinator
University of the Fraser Valley
33844 King Road
Abbotsford, BC V2S 7M8

Re: Application for Career Centre Assistant

Dear Curtis Jones,

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 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.

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. I can be reached at 604.123.4567 or FirstName.LastName@student.ufv.ca. Thank you for your time and consideration.

Sincerely,

(signature)

First Name Last Name