

# SAMPLE COVER LETTER

## What is a Cover Letter?

A Cover Letter, also known as an application letter, is a document that you write to complement your resume, application, or CV when you apply for a job.

A Cover Letter serves as an introduction, so your potential employer can learn more about your professional accomplishments and goals.

Some companies specifically request that applicants provide a Cover Letter with their application.

## What Should I Include in a Cover Letter?

Best practice for beginning your Cover Letter is to address the person your resume or application (along with your Cover Letter) will be sent to. If you are unsure who your information will be sent to, you can simply use a generic greeting, such as To Whom It May Concern.

This questionnaire will run you through the following elements to include in the body of your cover letter:

- What job or position you are applying for, as well as your name
- Information about any professional skills or abilities that are appropriate for the job
- Your contact information
- The date your cover letter will be signed and sent out

In addition to this information, be sure to include any other relevant information about yourself that would be applicable to the job you are applying for.

For example, someone applying for a sales position might point out that they won an award at their last job for being a top seller for the last business

quarter. The goal is to include relevant content in your Cover Letter that will help you stand out compared to other applicants.

## Why Should I Write a Cover Letter for a Job?

Including a Cover Letter when you are applying for a job gives the employer a quick overview of you as a professional, and gives them more information regarding your motivation for responding to their job posting.

A well-written Cover Letter can also help you stand out from other applicants by giving you the chance to showcase any unique professional skills or accomplishments you may have.

## SAMPLE 1:

To whom it may be concern

.

RE: Application for employment

.

I wish to apply for the position available(alternatively, mention the exact position you are interested in) in your organization. I am confident that I have knowledge and skill to professionally fulfill the position as required by the organization. I am eager to enhance and refine my personal development within the organization, and take on the challenges that lie ahead.

I will endeavor to effectively perform all my tasks as required by the organization and maintain the standard as defined by you. Given the opportunity, I will perform my duties with perseverance, dedication and loyalty. It is my aim to make and be part of a successful team that is directly involved in making the organization a success, as I believe I have a role to play in making things a success.

Attached to this application is a copy of my resume which carries further information about my profile. If you do need any additional information, feel free to reach out to me.

I hope that my application will receive your favorable consideration.

.

Yours truly,

(Full name and surname)

PS: Attach your Canadian style CV to your application.

## SAMPLE 2:

Dear Hiring Manager,

I am writing to express my interest in the opening for an administrative assistant at EXPERT Administration.

This opportunity appeals to me for several reasons. Most importantly, I have a proven track record of success in administrative roles. A highlight in the course of my recent experience involved stepping in to coordinate a summit for our senior leaders last year. Arranging travel and accommodation for 15 executives from different departments meant I had to organize meals and activities as well as collaborate with our internal events team. I had to ensure that everything ran according to schedule over the two-day summit. Due to the success of the project I was been given the goal of increasing the number of attendees for a similar event this year. I led an internal team to achieve this goal.

The growth opportunities that EXPERT Administration provides are very appealing to me as well. My understanding of your company culture is that there are ample opportunities for self-motivated individuals like me. A keen eye for

detail and a focus on being highly organized are traits I'm eager to apply in a position with your organization.

It would be a pleasure to share more of my experience with you. Thank you for your consideration.

Sincerely,

Jane Rollins

## SAMPLE 3:

Hello,

I owe my career as a copywriter to my grandfather. He was a journalist whose passion for a good story informed all his written expression. Indeed, he lived his own terrific story, a tale that inspires me to this day as I strive to craft content with the same wonder that he demonstrated.

My grandfather started out in the mailroom at a large metropolitan newspaper. By the time he retired from the same publication, he was the managing editor and had been a reporter covering things as diverse as sports in New York City to the war in Europe.

He was a man whose life was like a manual for the kind of success that brings personal satisfaction as well as career fulfillment. There are two things he did

that continue to help me improve my writing: he listened intently to everyone, resisting the temptation to interrupt, and he read ceaselessly. His study was lined with a vast array of books. He read widely in fiction and nonfiction. He even read the daily cartoons.

My career as a copywriter started because of my grandfather's example and his love of words. I'd like to continue my journey as a brand copywriter at Blink Media to feed my passion for sharing the stories I discover.

All the best,

Harold Logan

## Additional cover letter tips

Here are five guidelines to keep in mind when writing a cover letter:

- **Customize your header based on your application format.** For example, if you're writing a cover letter with an online application, you may not need to include your name, address and contact information in the header, as this information is likely on your application. If you are sending the cover letter as an attachment along with your resume, make sure the headers for both documents match.
- **Use an appropriate greeting.** If you know the name of the hiring manager, you can begin your letter by addressing them directly. If you aren't sure, simply begin

your letter with 'Hello', or 'Dear Hiring Manager'. It's important to get a feel for the company's culture when deciding how formal your greeting should be. Greetings like “Hey” and “Hi there” are almost always too casual for a cover letter.

- **Avoid generic references to your abilities.** When possible, provide meaningful anecdotes that highlight your skills. For a stronger impact, be specific and provide examples.
- **Keep it brief.** When determining how long a cover letter should be, focus on the details that are most important for the job. Read the job description closely to identify the best opportunities to illustrate your qualifications.
- **Proofread before you submit.** Review your cover letter several times before submitting it. Look for errors in spelling, grammar or punctuation. Reading the letter aloud may help you identify awkward phrasing or run-on sentences. Do a slow, deliberate reading, examining each word. If your greeting includes the hiring manager's name, triple-check the spelling to ensure it is correct.