

COVER LETTER

Every resume should be accompanied by a cover letter. The primary purpose of the cover letter is to acquaint a prospective employer with your unique talents and skills as they relate to the job posting. Cover letters should be tailored to each job you are applying for and should include clear examples of how you've developed the skills required to be successful in the position as they are outlined in the job posting. Keep in mind your cover letter and resume are complementary documents and together should show the prospective employer why you would be a good fit for their organization.

Referencing the position here means that you do not have to repeat it in the first paragraph.

Avoid using "To whom it may concern" or "Dear Sir/Madam." Addressing your letter to the "Hiring Committee" or "Human Resource Personnel" is more appropriate if the job posting does not indicate a specific person's name.

Finish off with a strong conclusion by conveying your qualities that would be valuable to the employer.

ANITA CAREER
201 – 110 Penniless Road
Broke, SK S7N 2C4
(306) 555-1234
abc123@mail.usask.ca

September 3, 2014

Debbie Reynolds
Human Resources Manager
Engineering Plus
1000 – 100 Street East
Saskatoon, SK S2P 9S1

RE: Engineering Support Analyst (#A875)

Dear Ms. Reynolds:

Engineering Plus is one of the few organizations that give young engineers the chance to develop multiple skill sets in the early stages of their careers. The opportunity to apply my skills in the design, production and service divisions of the company is exactly the type of challenge I am looking for. With this in mind, I was quite happy to see your advertisement in The Sunday News. My background in mechanical engineering and two years of relevant experience will allow me to make a significant contribution to the achievement of Engineering Plus' service goals and objectives.

Recently, I completed an internship experience with an engineering firm in Southern Saskatchewan. I was given the responsibility of managing a small project. Throughout this experience, I acted as a liaison between plant engineering personnel and equipment suppliers, prepared quotes and technical documents, gathered operational data for design purposes and coordinated production. My strong mathematical skills, ability to meet deadlines and complete tasks unsupervised would be a valuable asset to Engineering Plus.

Accepting challenges is the foundation of my education and work experience. You will find me a committed individual who takes pride in producing quality work, providing innovative solutions, and communicating effectively with multiple stakeholders.

I look forward to meeting you to further discuss how my education and experience would be beneficial to Engineering Plus. You may reach me at the above telephone number or email address to arrange an interview.

Thank you for considering my application.

Sincerely,



Anita Career

Enclosures: Resume, Letters of Recommendations (3)

The examples utilized within this guide are fictitious. No association with any real person, company, organization, product, e-mail address, place, or event is intended or should be inferred.

Remember these are examples; it is important that you create your own original cover letter content.

The first paragraph of the cover letter should align you with the employer. Answer the following questions to convince the employer that they should keep reading.

1. What inspired you to apply to this organization? (Besides the fact that they have a vacant position!)
2. What makes your skill set, personality and background an asset to the company? How are you a unique candidate?
3. In what way could you contribute to this specific organization's goals.

Communicate your skills, abilities and experiences as they relate to the job posting. Choose only the most relevant highlights from your resume and don't be afraid to utilize a cross-section of your academic, project, volunteer and work experiences.