

COVER LETTER

(Advertised Job Posting)

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. 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.

Analyzing the Job Posting

Tailor your cover letter to the organization/industry you are applying to. Think of an organization's needs and link your skills and qualifications to those needs. Review the job posting, and the company website, to gain more information on the company and the work you would be doing.

To help you organize your thoughts prior to writing your cover letter, consider charting the position requirements and responsibilities on one side, and how you meet the qualifications for the position on the other.

Position Responsibilities	Qualifications
Product design and development	hay baler design
Quality assurance standards	detail orientated
Interacting with various clients	liaison between
Overseeing project timelines	supervising 15 employees
Mechanical Engineer	16 month internship

ANITA CAREER
Broke, SK
306-555-1234
abc123@mail.usask.ca

September 3, 2017

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

Re: **Project Engineer #A875**

Dear Ms. Reynolds:

Engineering Plus is at the forefront of the manufacturing industry in Canada and prides itself on being a top leader of design in the automobile sector. Currently, I am in my final year of Mechanical Engineering at the University of Saskatchewan and would welcome the opportunity to work for your company full time, beginning May 2018, to further develop my skills in the areas of product design and development. I pride myself on being detailed oriented, which is imperative to meeting quality assurance standards and testing procedures.

I recently completed a 16 month Engineering Internship with an engineering firm in southern Saskatchewan, specializing in farm machinery. My role was to manage and oversee the design of an automated hay baler. Throughout this experience, I acted as a liaison between plant engineering personnel and equipment suppliers, preparing quotes and technical documents, gathering operational data for design purposes and coordinating production with a team of 15 employees. My strong leadership competencies, mathematical skills, and ability to meet deadlines and complete tasks unsupervised would be a valuable asset to Engineering Plus.

In my final year of university, not only will I be focused on my academic work, including a Capstone Design Project, I will also play an instrumental role on the University of Saskatchewan Space Design Team (USST). Our team of 25 students, representing three colleges, will go on to compete in both the University and European Rover Challenges.

You will find that I am 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 and your team 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.

#dontplagiarize
#beunique

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

The first paragraph of the cover letter should align you with the prospective 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 experience background an asset to the company? How are you a unique, well-suited candidate?
3. In what way could you contribute to this specific organization's goals? (research their mission, vision and values)

Use transition/linking words to help guide the reader to understand the direction of your thought, from one significant idea to the next. (back page)

Communicate your competencies (knowledge, 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 life experiences.

Potential Experiences:

- **Academic:** Class assignments, individual/group projects, study abroad
- **Work-integrated Learning:** Experiential learning, community engaged learning, clinical placements, practicums, field-based instruction, internship, co-op placement
- **Work Experience:** Paid, volunteer

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