



Sample Cover Letter of Enquiry

49 Skyview Crescent
Willowdale, Ontario
N7E 3M9

March 12, 1994

Mr. John Smith
Vice President
City Manufacturing
2241 Ontario Ave.
Toronto, Ontario
A9L 6H7

Dear Mr. Smith:

Please accept the attached résumé as an application for a position with your company.

In reading the employment opportunities handbook, your literature indicated that the Design Department requires graduates with a diploma in Product Design. As indicated in the attached résumé, I will be graduating with a diploma in Design with a Product major.

I would very much appreciate your consideration of my qualifications and work history related to your company requirements. I look forward to hearing from you so we can arrange a mutually convenient time to meet and discuss further my suitability for a position in your Department.

Yours truly,

Alison Scott

encl.

COVER LETTER CHECK LIST

		Yes	No
ADDRESS:	Complete address Postal Code Phone number		
DATE:			
INSIDE ADDRESS:	Name of Employer Title Name of Company Address Postal code		
SALUTATION:	Do not include first names or initials		
FIRST PARAGRAPH:	One or two sentences. State: <ul style="list-style-type: none"> • the purpose of the letter, i.e. to apply for a job • How you learned of the position 		
SECOND PARAGRAPH:	This paragraph may be split into two. State: <ul style="list-style-type: none"> • why you should be hired, i.e. outline your background and qualifications • why you want the job and what skills you will bring to the position 		
THIRD PARAGRAPH:	State: <ul style="list-style-type: none"> • what the job will do for you, i.e. include your career goals 		
FOURTH PARAGRAPH:	This paragraph may be split into three. Refer: <ul style="list-style-type: none"> • the reader to your résumé Ask: <ul style="list-style-type: none"> • for a personal interview Thank: <ul style="list-style-type: none"> • the reader for their time/consideration 		
CLOSING SALUTATION:	Signature block: <ul style="list-style-type: none"> • don't forget to sign it 		
FINALLY:	Check: <ul style="list-style-type: none"> • for spelling, typing and grammatical errors Include: <ul style="list-style-type: none"> • your résumé and any other documents you have mentioned 		



Cover Letter and Resume

Name
Address
Tele.

Departmental Name
Address
Ottawa, Ontario

RE: Co-op Placement Position

Dear Mr. or Mrs.

With this letter, I wish to express my strong interest in seeking a co-op placement with the Department of Health. Accordingly, a complete resume is enclosed for your review and consideration.

I hold a degree in Economics, and I am currently enrolled in my third semester of computer programming at Algonquin College.

My solid academic performance, work ethic, positive attitude, well-developed organizational abilities, and excellent interpersonal skills will convince you that I possess all the basic ingredients necessary to make a valuable addition to your organization.

I would be pleased to meet your college recruiting representative(s) at their convenience. Thank you for your time and consideration.

SAMPLE COVER LETTER

Why would a prospective employer even take a second glance at this resume? He/she would notice the fine resume paper and the effort put forth to assure that every detail has been considered carefully. For me computers are a passion, which makes it easy to arrive at work each day with a smile on my face. Your web site on the Internet forced me to respond since I was struck by the incredible opportunity which would allow my passions to flourish.

In addition to this immense passion for computer, I support it with knowledge of various software such as: COBOL, UNIX and DOS to mention a few. Moreover, my willingness to succeed is evident through my achievements as “most valuable player”, on many athletic teams. Therefore, with unlimited ambition and proper academic qualifications, I possess all that is necessary to excel in your company to which my resume can attest.

To conclude, I feel that I can only benefit your company in a positive manner based on an uncompromised passion and undaunted drive to achieve excellence. I embrace any challenge you put forth.

Thank your for your consideration and patience.