

THE COVER LETTER

Once you have produced your résumé, the question arises as to how to get it to the employer. It never travels alone. It should always be accompanied by a cover letter.

The cover letter, which is brief and businesslike, aims at achieving three goals. It must:

- ◆ **SPARK** the employer's interest.
- ◆ **URGE** the employer to read your résumé.
- ◆ **INDICATE** your availability for an interview.

To write a good cover letter you should:

- ◆ State the purpose of your letter, making sure to indicate the position for which you are applying.
- ◆ Indicate your interest in and motivation for the job and the company.
- ◆ Link your accomplishments, experiences and ambitions to the company's needs and the requirements of the position.
- ◆ Draw attention to your enclosed résumé.
- ◆ Request an interview.

In short, you should aim to convince the employer that you are the best candidate for the job.

PRACTICAL ADVICE

Presentation

- ◆ Letter typed on standard format white paper (8 ½ x 11).
- ◆ Short and well-structured; layout similar to that of a business letter

Vocabulary

- ◆ Exact name, title and address of the person to whom you are writing.
- ◆ Phone the company if necessary to get this information.
- ◆ Use standard English (avoid slang).
- ◆ Correct grammar and punctuation.

Content

- ◆ Three key ideas: create interest, urge the employer to read your résumé, and indicate your availability for an interview.
- ◆ Develop these three ideas in separate paragraphs.
- ◆ Avoid copying a letter directly from a book or a friend.
- ◆ Do not mass-produce the letter; it should be tailor-made for each position and company.
- ◆ Write your letter differently, depending on whether you are:
 - responding to an advertisement (example A).
 - applying for a position announced by an employment centre or an agency (example B).
 - applying for a job brought to your attention by an acquaintance (example C).
 - offering your services directly to a company (example D).

Ending

- ◆ End your letter with a polite salutation used in business letters.
- ◆ Identify yourself clearly: name, address, telephone number. . .
- ◆ Sign by hand above your typed name.
- ◆ Indicate in the lower left-hand corner that there is an <enclosure>.
- ◆ Keep a copy of your letter.

15 Main Street
Nicolet, Quebec
JOC 2E3

June 2, 1998

Mr. Peter Laurin
Brown, Tanguay & Laurin Assoc.
222 Blue Road
Nicolet, Quebec
JOC 1E0

Dear Mr. Laurin:

I would like to apply for the position of draftsman and estimator that was advertised in the May 30 edition of the *Daily Sun*.

I acquired experience in drafting and estimating during my three years of Building Systems Engineering Technology at Vanier College. In addition to designing plans and carrying out a number of projects, I learned computer design. I also worked for a year as an estimator in the construction industry.

I would appreciate meeting with you in an interview at a mutually convenient time. I may be reached at (418) 723-2354.

Sincerely yours,

John Burns

Enclosure

56 Maggie's Lane
Quebec City, Quebec
K1K 3K3
656-2389

February 6, 1998

Mrs. Murray Hill
Director of Personnel
Western Petrol Ltd.
P.O. Box 129
Quebec City, Quebec
K2H 3X0

Dear Mrs. Hill:

I have learned from the placement service of our college that your company is looking for candidates specializing in Instrumentation and Control.

I am presently in my last year of college and will receive a D.E.C. in Electrotechnology, Instrumentation and Control Option, next May. I have acquired experience calibrating measuring instruments in the part-time and summer jobs I have held since 1990. I am conscientious, organized, and able to work well individually or in a group. In all the jobs I have held, I have proved myself to be a flexible individual capable of taking initiative. My enclosed résumé will give you more complete information.

I would appreciate meeting with you to talk about these matters at greater length.

Yours sincerely,

Caroline Streeter

Enclosure

64 Underwood Crescent
Montreal, Quebec
222-2222

April 28, 1998

Mr. Rex Cameron
Chief Accountant
ABC Products
123 boul. Des Affaires
Montreal, Quebec
K2H 3X4

Dear Mr. Cameron:

I will be completing my studies in Business Administration technology, with a major in Finance, in three weeks and would like to apply for a position in your accounting department.

Over the past three years, I have acquired knowledge of every aspect of accounting, from making entries in the books to balancing accounts. I received above-average marks in cost accounting. As you will notice from my résumé, which I have enclosed, I have gained accounting experience in the part-time and summer jobs I have held.

I would be happy to meet with you to discuss my qualifications and will contact you early next week to set up an appointment.

Yours sincerely,

Linda White

Enclosure

341 Harwood Crescent
Valleyfield, Quebec
JOL 1M4
326-7492

March 15, 1998

Mrs Lillian Caron
Director of Personnel
GRL Inc.
825 Oxford St.
Sherbrooke, Quebec
JOS 1P9

Dear Mrs. Caron:

Mr. Ben Thompson, a graduate of CEGEP Valleyfield and one of your company's employees since 1987, has informed me that your company is looking for graduates in Applied Ecology. I would like to apply for one of these positions.

I am presently completing my studies in Natural Science - Applied Ecology Option at Vanier College and will receive my diploma next May. At present, I am working one day per week as an apprentice for the Valley Filters company. This company uses the same analytical instruments as does your company's laboratory. The enclosed résumé will give you information by which you can judge my qualifications.

I am available for an interview at your convenience.

Yours sincerely,

Cynthia Jackson

Enclosure