

SUCCESSFUL COVER LETTERS



Some helpful tips for
writing letters to
potential employers

THE COVER LETTER

AIM:

A cover letter's role is to incite an employer to look at your resume. It is also used to establish a clear link between your resume and the position you are applying for.

IT MUST BE:

- Concise, complete, and clear;
- Written to highlight your talents and relevant work experience;
- Addressed to one person in particular.

TECHNICALITIES:

- Maximum one page;
- No spelling errors;
- Short, complete paragraphs;
- Write it up on a computer. Use the same font as your resume;
- Must be signed in blue pen;
- Date written in the upper left-hand corner.



COVER LETTER WORKSHEET

Date

Name of person in charge of hiring

Company name

Address

City, (Province) Postal Code

Dear (name),

1st paragraph: Introduce yourself, mentioning the position you are applying for and your attached resume.

2nd paragraph: Present the qualifications your possess in relation to the position you are applying for. Highlight your strengths and your career goals. Describe what makes you an ideal candidate.

Closing paragraph: This is where you request an interview, make known your availability, thank your potential employer and express your salutations.

Signature

Your name

Your address

Telephone

Enclosure (1)

EXAMPLE OF A GOOD COVER LETTER

September 18, 2011

Thomas Jones
Jeffrey Hale Community Services
1200 Holland Street, Quebec (QC) G08 5S1

Dear Mr Jones,

Please find enclosed my resume in application for the part time Registered Nursing position. I have learned about the wide range of health services you provide to a multicultural population, and am extremely excited by the prospect of joining your team.

I graduated with a Nursing Certificate, which has provided me with a rich knowledge base as well as skills directly related to this position. Through my education and work history I have gained experience in community health, acute care nursing, emergency room nursing, medical evacuations and clinical settings. I am very knowledgeable in health promotion and maintenance as central components to nursing. My experience also emphasizes the importance of professionalism, leadership and critical thinking. Other essential skills I have acquired include flexibility, adaptability, cooperation, public relations, superior organizational skills, as well as supervisory and management skills.

I look forward to the opportunity to speak with you further about my qualifications. Thank you for your time and consideration.

Sincerely,

Jenny Smith
1234 Chemin de la Ruchée
Quebec, Quebec GOA 2C0
418 841-1277

TO AVOID :

- A general letter sent to all employers— personalize each letter;
- Emphasizing your limits (lack of experience, dismissal, etc.);
- Showing doubt with negative sentences;
- Not making enough links between the job and your experiences;
- Being too general;
- Writing a long text on your professional experiences.