

Cover Yourself!

The Covering Letter

With your resumé, you will also need to give the employer a covering letter.

The Letter Format

Your name
Your address
Your phone number
Your email address

Date

Employer's name
Employer's address

Dear ____:

1 paragraph of introduction, listing the job you are applying for, and why you would like the job.

1 paragraph with a little about your background, and why you would be suitable for this job.

1 paragraph about where you can be contacted, and about how excited you are to take on the job.

Sign-off

Your signature

Your name typed

**Remember to centre this letter on the page,
with equal space at the top and bottom!**

Sample Covering Letter

John Smith
1234 Jane Street, Apt. #6
Toronto, ON M6M 2J3
416-395-0000
Email: johnsmith@hotmail.com

January 12, 2006

Mr. Amit Bandar
The Big Construction Company
1245 Keele Street
Toronto, ON M7J 2Z9

Dear Mr. Bandar:

I am writing to apply for the General Laborer position you advertised in the Toronto Star on January 11. Since I plan to become a carpenter, I believe that this position will allow me to gain valuable experience in the construction industry.

My previous work in a maintenance position at the YMCA has helped me to develop skills in time management and reliability. In my maintenance job, I was responsible for keeping the facilities clean, and ensuring that doors were locked for security purposes. My time-management skills and ability to work well with my hands will make me a strong candidate for this position.

Thank you for considering me for this position. If you have any further questions, or if you would like to meet with me for an interview, please call me at 416-395-0000 or email me at johnsmith@hotmail.com.

I look forward to hearing from you.

With best regards

John Smith

John Smith

Covering Letter Template

_____ (date)

Dear _____,

I am writing to apply for the position of _____ as advertised in _____.

Since I have previously worked as a _____, I believe that I am a suitable candidate for this position. I have also had experience in _____. My skills in _____ and _____ will make me an ideal candidate for this position.

Thank you for considering my application. If you have further questions, or would like to meet with me for an interview, I can be reached by phone at 416-____-____ or by email at _____@_____.com. I look forward to hearing from you.

With best regards,

Covering Letter Assignment

Instructions

Using the example, tips, and template above, write a covering letter for your employer.

You will be giving this to the employer, with a copy of your resumé.

Use the following checklist to make sure that you have everything you require.

I have

- typed the letter
- printed the letter on thick ivory or white paper to match the resumé
- included my return address and contact information at the top of the letter
- written today's date
- written the employer's name and address
- addressed the letter to the employer
- written the job I am applying for in the first paragraph
- given good *truthful* reasons why I would be a good person for the job
- given a brief summary of my experience
- given my contact information at the end of the letter
- been polite
- used spell-check
- had someone proofread the letter (name of proofreader: _____)
- signed the letter in pen

Marks

Neatness, grammar, spelling:	/ 5
Proper letter format:	/ 5
Correct information:	/ 5
On time:	/ 5
Total:	/20