



Collect essential information from the job posting to create a customized cover letter on this worksheet. **Use your answers on this worksheet to create your cover letter.** You will be evaluated on how well you followed instructions and completed this worksheet. Provide this worksheet and your finished cover letter, at a virtual meeting during the dates given on your professional development timeline.

## INSTRUCTIONS

### Part 1: Preparation

1. Choose a job posting from the *Cover Letter Assignment Job Postings Resource* that suits your skills and abilities or chose another job\* that you have found on your own (\*cannot be your VIP role, must have detailed job description, and you must provide a copy of the full job description).
2. Read the job posting carefully and cut and paste the following information into this worksheet from the posting (use as much space as you need):
  - a. Transferable Skills (can be used in many different jobs):
    - Demonstrated experience and participation at all levels of team involvement.
    - Strong interpersonal skills.
    - The ability to work with computer users to understand, negotiate, and interpret their requirements.
    - Strong customer service orientation.
    - The ability to work independently with little supervision.
  - b. Specific Skills (are only used in this type of job):
    - A minimum of 1 year experience in database administration, analysis and design and .Net application development, including proficiency in PHP, Java, ASP, .NET, C#, MS-SQL Server, MS-Access, Crystal Reports, MS-Excel, MS-SharePoint, and relational data models.
    - Proficient skills in database software with extensive understanding of Accounting systems, Human Resource systems, Inventory systems, Order processing systems, Payroll systems, Data Warehouses, spreadsheet software and word processing software.
    - Experience with student information management systems, administrative school board business management systems, the Cognos reporting tool is preferred.
  - c. Knowledge and/or Educational requirements:
    - University degree preferably in Computer Science, or a Programmer Analyst college diploma from a recognized college.
  - d. Other requirements:
3. To whom are you sending the letter? For this exercise we have provided you with this information within the job posting. If it is not listed directly on the job posting you found on your own, find the name and address of your contact by either calling the company directly or researching online.

- a. Company Contact Full Name: [Giselle Renaud, Representative](#)
- b. Organization Name: [Greater Peel County School Board](#)
- c. Street Address: [1200 Caila Dr.](#)
- d. City, Province, Postal Code: [Peel, ON N5G 3T3](#)

## Part 2: First Paragraph

**Use your answers to these 3 questions to create your first paragraph**

1. What is the exact title of the job? Is there a reference number for this job? If so, include both.  
[Database Administrator \(2641619\)](#)
2. How did you learn about the position and company? If you have a contact at the company, who are they?  
[While attending the annual University job fair I met Giselle Renaud, a representative from the Peel School Board who told me they were hiring.](#)
3. Why are you interested in this specific job and company? (e.g. type of work, reputation, opportunities). Avoid stating what the position can do for you.  
[I am interested in this data administration job at the Peel School Board because I believe data management at educational facilities is integral to the daily functionalities of the school. I believe a position at the Greater Peel County School Board will provide a myriad of developmental opportunities and is the first step to creating a harmonized and efficient system to store, edit, and assess data.](#)

## Part 3: Second Paragraph

What are your most significant accomplishments, abilities, and experiences that are **directly relevant** to the specific job requirements? Do not include anything that the employer is not asking for in their job description. Use this chart to show how your experience matches up with exactly what the employer is looking for. (Use as much space as you need)

<b>Job Requirement</b> (cut and paste from job description)	<b>Your related accomplishment, experience or ability</b> (include evidence of how/where)
<a href="#">...experience in database administration, analysis and design...</a>	<ul style="list-style-type: none"> <li>- <a href="#">Database administration and analysis as a student intern at WECCC</a></li> </ul>
<a href="#">...proficiency in Java, MS-Excel, and relational data models...</a>	<ul style="list-style-type: none"> <li>- <a href="#">Proficient in Java and MS-Excel through personal projects and experience</a></li> <li>- <a href="#">Video game development in Java</a></li> </ul>
<a href="#">...ability to work with computer users to understand, negotiate, and interpret their requirements...</a>	<ul style="list-style-type: none"> <li>- <a href="#">Nextcloud technical support volunteer for WECCC</a></li> <li>- <a href="#">Translated technical information into an accessible guide for non-technical personnel</a></li> </ul>

Create three sentences that include key words from the job description. Use action words. Include real examples from your experiences to demonstrate your suitability for the position from the chart above. These statements describe what abilities or experiences you have that are directly relevant to the position and they show how you gained the ability or experience. **Include these statements in the second paragraph of your cover letter.**

1. During my time as a student intern at Windsor-Essex Compassionate Care Community (WECCC), I analyzed the current MERN stack database system and analyzed the functions and limitations to propose improvements to the system.
2. My personal projects – including a Castlevania-Naruto video game programmed in Java, and personal documentations using MS-Excel – have contributed to my proficiency in these skills.
3. As a Nextcloud technical support volunteer for WECCC, I effectively collaborated with computer users to understand, negotiate, and interpret their requirements. I transformed technical information into an accessible user guide for non-technical personnel to use.

#### Part 4: Final Paragraph

The information in the last paragraph can vary according to each job description. Use this checklist to determine what you need to include:

- ☒ Have you thanked the employer for considering your resume?
- ☒ Have you indicated that you are confidently seeking an interview?
- ☒ Have you told the employer you are willing to relocate, work flexible hours, or have a car (if the job asked for such things)?
- ☒ Have you included your phone number and UWindsor email address?

#### Part 5: Putting It All Together

Now that you have filled out everything above, you have what you need to write a customized cover letter for the specific job posting you chose. Create your cover letter in paragraph format **using your answers from this worksheet**. It should look like this:

*Your Name*

*Your Address*

*Your City, Province, Postal Code*

*Date*

*Company Contact's Name*

*Organization*

*Street Address*

*City, Province, Postal Code*

*Dear [Contact Full Name],*

*[First Paragraph]*

*[Second Paragraph]*

*[Third/Final Paragraph]*

*Sincerely,*  
*[Full name and signature]*

Your cover letter should be 1 page in length, and consist of three paragraphs. Speak of what you can do for the company, NOT what you can gain from the company. Your letter should not be a summary of your resume; it should draw interest and attention to your resume. It is alright if you cannot fit all of your related skills and abilities into your cover letter, choose the most relevant.

This document is adapted from:

“Cover Letter Checklist.” *Brigham Young University Career Services*.  
<https://ucs.byu.edu/sites/default/files/handouts/HUMCoverLetterChecklist.pdf>.