

# Cover Letters

When you apply for a job, you should include a cover letter with your résumé. A cover letter tells the employer that you are interested in the job, and explains why you are a suitable candidate. It gives you the opportunity to highlight your most relevant skills and experience. It is your first, and possibly your only, opportunity to make a good impression with the employer, since most employers will not look at an attached résumé or consider interviewing you if the cover letter is poorly done.

Here are some guidelines for writing effective cover letters:

- Customize your cover letter to the position you are applying for.
- Be brief – cover letters shouldn't be longer than one page.
- Address the letter to a specific person when possible (a contact name is often listed on the job posting).
- Mention the skills and qualifications listed in the advertisement.
- Describe how you are a good fit for this position; be specific and highlight a few especially relevant skills.
- Keep the tone positive and professional.
- Proofread your letter to ensure there are no grammar or spelling errors.

<p><b>Opening paragraph:</b> state the reason for your letter and the position you are applying for.</p>	<p>February 16, 2011</p> <p>Ms. Debra Walsh Director of Human Resources WireTech Inc. 777 King St. Suite 400 Kitchener, ON</p> <p>Dear Ms. Walsh:</p> <p>Please accept my application for the position of customer service representative at your company. I would very much like to be considered for the position. I have enclosed my résumé for your review.</p> <p>I believe I can make a positive contribution to your company. I have extensive experience as an assistant manager, and later as a manager in two different retail settings. In these positions, I was responsible for all areas of customer relations, including staff scheduling, training and supervision as well as sales generation and reporting. In addition, I have worked in restaurant management. Currently, I am working as a part-time sales associate with a large retail chain.</p> <p>I am confident that my skills and experience would be an asset to your organization. I would welcome the opportunity to participate in a personal interview to answer any of your questions and present my qualifications. Thank you for your time and consideration. I look forward to speaking with you soon.</p> <p>Sincerely,</p>
<p><b>Second paragraph:</b> Make it personal. Why are you a good candidate for this position?</p>	
<p><b>Third paragraph:</b> Thank the employer, request an interview and end on a positive note.</p>	