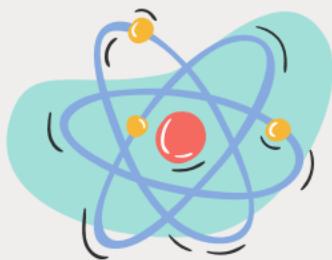


# Cover Letter Tip Sheet

A cover letter is a conversational piece to the employer on why you want the job and why you would be a great fit for their role.

## Dissect the Job Description

Highlight at least two (2) keywords and skills in the job description and tie elements of the role to your own unique set of experiences, skills, and strengths.



## Go Beyond the Job Posting

Research the company on their website, social media, and news. Read up on their current goals, products and services, and their history & culture. Reach out to someone in the company within your network.

## Tell Your Story

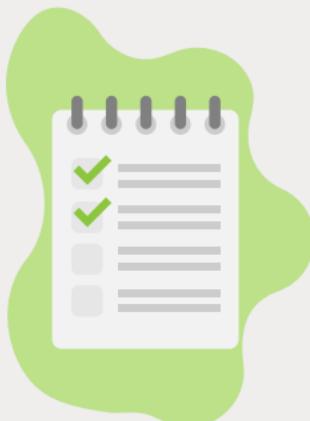
Describe your strengths, skills, & previous experience. Demonstrate personality.

**Consider:** Why are you interested in the role? What do you have to offer? How do your values align with the company's? What impact do you want to have in this role?



## Tailor Your Experiences to the Job

Elaborate on at least two (2) key skills or experiences mentioned in the job posting. Describe the actions you took, skills you used, and the outcome. Describe how you can apply such skills to the role you are applying for.



## Strategically Structure Your Letter

**Opening:** State why you are interested in the role, and what you could contribute to it.

**Body:** Identify 2-3 key strengths/skills that have prepared you to succeed in this role. In order of most to least relevance, describe how you have demonstrated these in previous experiences and how you could apply them to this role.

**Closing:** Reiterate your enthusiasm for the role, what you know about the company, and how you would fit in; request for an interview.



## Proofread Your Cover Letter

Ensure your name and contact information appear at the beginning of the letter - the heading should be the same as your resume. Proofread the document for any grammatical errors. Ensure that the paragraphs are concise and that it exudes confidence.

**Want to get feedback on your Resume and/or Cover Letter? Fill out this [Feedback Form](#) or [Book a 1:1 Career Advising Appointment!](#)**

# Structuring Your Cover Letter

**1**

## Header and Salutations

Match the header containing your name, number, address, and email with your resume. Address the cover letter like a formal letter, adding the hiring manager's full name and professional title if known.

01 January 2022

Eggy de Ram  
Hiring Manager  
Toronto Metropolitan University  
350 Victoria St  
Toronto, ON M5B 2K3

Re: Engineering Co-op Student (12-month position)

Dear Hiring Manager/Hiring Committee/Dr. Eggy de Ram,

**2**

## Introductory Paragraph

Make a strong impression with a captivating and informative introductory sentence. Then answer the following questions:

What role are you applying for and why are you interested in it?

What can you contribute to the position?

What do you know about this position and the team/organization?

**3**

## Body Paragraphs

Provide the employer more information about the key strengths/skills identified from the job posting. In 2-3 paragraphs, elaborate on these strengths using examples from your past experiences using the STAR (Situation, Task, Action, and Results) method.

### i. Start with your most relevant experience

Your most relevant position can be a paid position, volunteer role, academic project, or extracurricular activity. How did you use your skills in this role? What were the results/outcomes?

### ii. Delve into more diverse experiences

Elaborate on soft skills that is relevant to the role and requirements listed in the job post. Highlight any notable results. Relate all these experiences back to the position you are applying for. Make sure you are clear and descriptive.



### iii. Show what you know and how you fit in

Summarize how your values or own personal goals relate to the role and organization. If references to the company's values or culture is intertwined with the previous paragraphs, this can be forgone.

## Closing Paragraph

**4**

Reassert your interest in the role. Include a "thank you" or a note of appreciation for their time and consideration. Request for the opportunity to interview. Then, sign off the letter.

**Thank you for taking the time to consider my application. I would welcome the opportunity to discuss my qualifications and the ways that I could contribute to [company] and its goals. You can contact me through my [phone number] or via [e-mail] to schedule an interview at your earliest convenience.**

Best Regards/Kind Regards/Sincerely/Yours Truly,

Your Signature

[Your Name]

# Cover Letter Examples (step-by-step formatting)

1

## Header and Salutations

**Smita Bellur**

416-525-0000 | sbellur@ryerson.ca | LinkedIn.com/in/sbellur | Github.com/sbellur

March 20th, 2022

Jiwon Lee  
Recruitment Specialist, Human Resources  
IBM Canada Ltd.  
3600 Steeles Avenue East  
Markham, ON L3R 9Z7

Dear Jiwon Lee,

2

## Introductory Paragraph

My strive for innovation is the reason why I am aspiring to be a Software Engineer. I am passionate about creating ways to innovate and improve things in every project I work on. IBM Cloud has that same passion for innovation which can be seen through their CBTC technology focus on improving safety while also creating autonomous operations and addressing major social challenges like green transportation. Please accept my enclosed resume as an application for the 12-month position of Software Analyst Co-op in the Cloud team at IBM Canada, posted on the Toronto Metropolitan University co-op portal.

3

## Body Paragraph

I am currently studying in my 3rd year of Software Engineering and enrolled in the co-op program at Toronto Metropolitan University. Throughout my academic career, I have learned the technical and analytical skills needed to be successful in the role of Software Analyst. I have developed my testing and debugging skills through multiple labs and assignments. An example of this is when I worked on designing a pacemaker prototype for the Software Development course. The project required the use of Python and MATLAB to implement the design. I frequently tested and debugged each subsystem and developed test cases to identify why the prototype failed so that I could troubleshoot the problem. I kept accurate documentation of each step that I took to create places of reference during the trial-and-error portion of the project development. In addition to my education, I was able to enhance my capabilities of creating software in C and C# during my employment as Special Projects Coordinator for the School of Engineering Practice & Technology within the university.

i

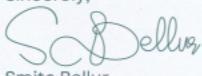
I also gained valuable experience in optimizing and testing safety-critical software systems within hybrid-electric vehicles through my involvement as the Controls Development Lead for the Toronto Metropolitan University Baha Design Team. In this role, I had the opportunity to build strong leadership and teamwork abilities. The goal of our team was to re-engineer a vehicle into hybrid electric. To accomplish this goal, I collaborated in a multi-disciplinary team consisting of members not only in engineering but also in business and communications programs as well. In my position as the Controls Development Lead, I was responsible for creating timelines, writing requirements, executing test cases, documenting results, and leading the controls sub-team. I developed my leadership skills by effectively managing the controls sub-team of engineering students and motivating them to complete competition deliverables and projects on time.

ii

## Closing Paragraph

With my skills and abilities, I am confident that I will easily transition into the role as Software Analyst Co-op and effectively contribute to the team at IBM. I look forward to the opportunity to meet with you personally to further discuss my qualifications. I look forward to hearing from you to arrange a time to speak further. Thank you for your time and consideration.

Sincerely,

  
Smita Bellur

# Cover Letter Examples

**Key strengths:**

Collaboration, innovation,

and attention to detail

**Additional strengths:**

Communication, technical,

independence, adaptability

## DISSECT THE JOB DESCRIPTION

**Stantec Toronto: Transportation and Infrastructure Design Co-op Student****Your Opportunity**

We are currently seeking a Civil Engineering Co-op Student to become part of a dynamic transportation group specializing in the planning and design of major provincial highways, regional and municipal arterial roads, rail, major transit infrastructure, P3 design build and related local transportation projects.

**Your Key Responsibilities**

As the successful candidate, you will assist in providing professional services to public and private sector clients. You will be responsible for assisting in the following areas:

Preparing engineering designs and drawings using AutoCAD and Civil 3D; Working as part of a dynamic team on various support activities; Performing engineering calculations for quantities; Fieldwork to assess existing site conditions

**Qualifications**

Independent worker who is working towards a post-secondary degree in Civil Engineering Technology; Self-motivated individual possessing strong written and verbal communication skills; Demonstrates attention to detail and accuracy; Works well in a team environment; Proficient in Microsoft Office Excel, and has a working knowledge of transportation engineering related software such as AutoCAD / Civil 3D.

**Education and Experience**

Currently enrolled in a bachelor's degree or equivalent in Engineering.

## TAILOR THE COVER LETTER

**Jacob Santiago**

Toronto, ON | jsantiago@ryerson.ca | (416) 979-5000 | wix.com/jsantiagx

January 13, 2022

Stantec Consulting Ltd.  
675 Cochrane Drive West Tower  
Unit 300  
Markham, ON  
L3R 0B8

Re: Co-op Student (2022) Transportation and Infrastructure Design

Dear Hiring Manager,

Stantec's commitment to providing people with better and smarter mobility options is reflected well in its GO Transit Whitby Maintenance Facility project, and its state-of-the-art and LEED Gold Certified design has since made it a strong source of inspiration for me as an aspiring Transportation Engineer. As a third-year Civil Engineering at Toronto Metropolitan University, I am delighted to put forward my application. I hope that I could bring forth a wide range of unique skills to this role from my academic coursework and from working as a Project Manager at Toronto Metropolitan University.

My academic background at Toronto Metropolitan University has been a balanced mix of design projects, theory, and labs. For instance, I have collaborated with a team of four to redesign Kerr Hall with the intent of improving crowd mobility, accessibility, and comfort. I gained experience in drafting up floor plans and using Civil 3D to recreate accurate civil drawings of the pathways. Using our own calculations on MS Excel, and by using AutoCAD, I drafted up a plan connecting Kerr Hall to neighboring buildings to make it more accessible, complete with innovative heating and cooling systems. This project helped me strengthen my collaborative and communication skills, while also allowing me the opportunity to gain experience in fieldwork that I believe is required to excel as a Co-op Student with your Transportation and Infrastructure team.

Working as a Project Manager overseeing a total of 36 students, I have learned how to efficiently manage multiple tasks within a dynamic environment, while communicating in a clear and concise manner when discussing ideas and providing feedback to students. This position afforded me the opportunity to not only strengthen my leadership and public speaking skills, but also attention to detail and accuracy, which was required in order to correctly identify flaws in the reports submitted for review. I hope to be given the opportunity to showcase my innovation and teamwork as a Co-op Student at Stantec.

I am confident that the skills I have acquired from my academic and internship experiences will allow me to excel in the Transportation and Infrastructure Co-op Student role. Thank you so much for taking the time to consider my application. I would welcome the opportunity to discuss my qualifications and the ways that I could contribute to the Stantec team and its goals. Please do not hesitate to contact me to schedule an interview at your earliest convenience.

Warm Regards,

Jacob Santiago

