

# COVER LETTER

## 1.0 RESUME GENIUS

### 1.1 Work Experience

### 1.2 University graduate

### 1.3 Previous Job

### 1.4 Amount of Work experience (years, months)

### 1.5 Professional Skills

Industry

Pick three skills

### 1.6 Work gaps

List of issues (accident, illness, lay off)

### 1.7 Skill Set

### 1.8 Word best describes you

Adaptable, detail-oriented, diligent, efficient, focused, hard working, proactive, quality-orientated, results-oriented

### 1.9 How would other describe you

Same list

## 2.0 Position Applying for

(Position Title)

## 3.0 Name

First & Last

## 4.0 Contact Information:

Personal


Job Posting

Single Question Screens – Yes/No Buttons & Text Boxes

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1

Tell us about yourself



Let's begin by answering a few simple questions.

Then we'll provide a cover letter tailored just for you.

START NOW

By clicking "Start Now", you are indicating that you have read and agreed to Resumegenius's Terms of Use and Privacy Policy.

Need Help?


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Tell us about yourself

BACK

5%



Do you have work experience?

(Includes volunteer work, summer jobs, and unofficial jobs)

YES

NO

Need Help?


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Tell us about yourself

DO YOU HAVE WORK EXPERIENCE?

11%



Did you graduate from college?

YES

NO

STILL ENROLLED

Need Help?


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1

Tell us about yourself

DO YOU GRADUATE FROM COLLEGE?

22%



I graduated after January 2022

YES

NO

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1

Tell us about yourself

GRADUATED AFTER JANUARY 2022

50%

What was your previous job?

(Includes volunteer work, summer jobs, and unofficial jobs)

Job Title

Director

Name of last company

RBC Capital Markets

CONTINUE

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Tell us about yourself

WHAT WAS YOUR PREVIOUS JOB?

61%

How much work experience do you have?

(You can break your experience up in pieces)

Amount of work experience

13

Year(s)

CONTINUE

Need Help?

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1

Tell us about yourself

<

HOW MUCH WORK EXPERIENCE DO YOU HAVE?

66%

What are your professional skills?

Choose up to 3 top skills you used in your last job.

Job Industry

Banking

+ ADD

asset based lending

+ ADD

asset management

+ ADD

branch operations

+ ADD

commercial banking

Need Help?

Your professional skill(s) list:

credit analysis

global banking

secured lending

CONTINUE

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1

Tell us about yourself

<

WHAT ARE YOUR PROFESSIONAL SKILLS?

72%

Do you want to explain any work gaps?

Yes

No

Choose the reason that best explains your work gap

Personal illness

CONTINUE

Need Help?

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1

Tell us about yourself

<

DO YOU WANT TO EXPLAIN ANY WORK GAPS?

72%

Your skill set

Choose two or three skills you have demonstrated in the past.

☒

Analytical

☐

Communication

☐

Creative thinking

☐

Critical thinking

☐

Interpersonal

☐

Language☒☐☐☐☐☐☐☐☐☒☐☐

CONTINUE

Need Help?

Contact Information with Data Validation: (Name, Address, Telephone, email)

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Personalize your letter

EDIT YOUR KNOWLEDGE

Your cover letter is almost ready

Personalize your cover letter

John Doe

John Doe  
1234 Main St  
Calgary, AB T2G 1A1  
403-555-1234  
john.doe@outlook.com

Dear Mr. Smith:

I am writing to express my interest in the position of Software Engineer at your company. I have been following your company's growth and innovation in the tech industry, and I am excited to contribute to your team. I have a Bachelor's degree in Computer Science from the University of Alberta and have worked as a Software Engineer for the past three years. I have a strong background in web development, particularly in JavaScript and React. I have also worked on several projects that involved working with large teams and managing complex systems. I am confident that my skills and experience make me a strong candidate for this position. I would love to discuss my qualifications further and how I can contribute to your team. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,  
John Doe

Your Personal Information

Name

John

✓

Surname

Doe

✓

Country

Canada

⌵

City

Calgary

✓

State

Alberta

⌵

Zip

T2G 1A1

✓

Phone

403-555-1234

✓

Email

john.doe@outlook.com

✓

Information about the company you are applying to

Company Name

Your Company Name

Name of Company Contact (Optional)

Mr.

⌵

First Name

Last Name

CONTINUE

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Personalize your letter

EDIT YOUR PERSONAL INFORMATION

Congratulations, John.  
Your cover letter is ready!

PROCEED TO DOWNLOAD

EDIT

Choose your cover letter template

2023

WORD | PDF

JOHN DOE

john.doe@outlook.com | 403-555-1234

Calgary, AB, T2G 1A1

Mr. John Doe  
ABC Company

Dear Mr. Doe:

Thank you for the opportunity to apply for the position of Software Engineer at your company. I am excited to contribute to your team and to work with the experienced professionals at your company. I have a strong background in web development, particularly in JavaScript and React. I have also worked on several projects that involved working with large teams and managing complex systems. I am confident that my skills and experience make me a strong candidate for this position. I would love to discuss my qualifications further and how I can contribute to your team. Thank you for considering my application. I look forward to hearing from you soon.

Sincerely,  
John Doe

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Need Help?

Different Formats / Templates

<div><div><div>JOHN DOE</div><div>john.cloghey@outlook.com   (403) 614-3176   Calgary, AB, T3G5Z4</div></div><div><div>Ms. Jane Doe</div><div>RBC Capital Markets</div></div><div><div>Dear Ms. Doe,</div><div>Thank you for the opportunity to apply for the director role at your company. After reviewing your job description, it's clear that you're looking for a candidate that is</div></div></div>	<div><div><div>John Doe</div><div>john.cloghey@outlook.com   (403) 614-3176   Calgary, AB, T3G5Z4</div></div><div><div>Ms. Jane Doe</div><div>RBC Capital Markets</div></div><div><div>Dear Ms. Doe,</div></div></div>	<div><div><div>JOHN DOE</div><div>john.cloghey@outlook.com   (403) 614-3176   Calgary, AB, T3G5Z4</div></div><div><div>director</div></div><div><div>Ms. Jane Doe</div><div>RBC Capital Markets</div></div></div>
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