

WORKSHOP

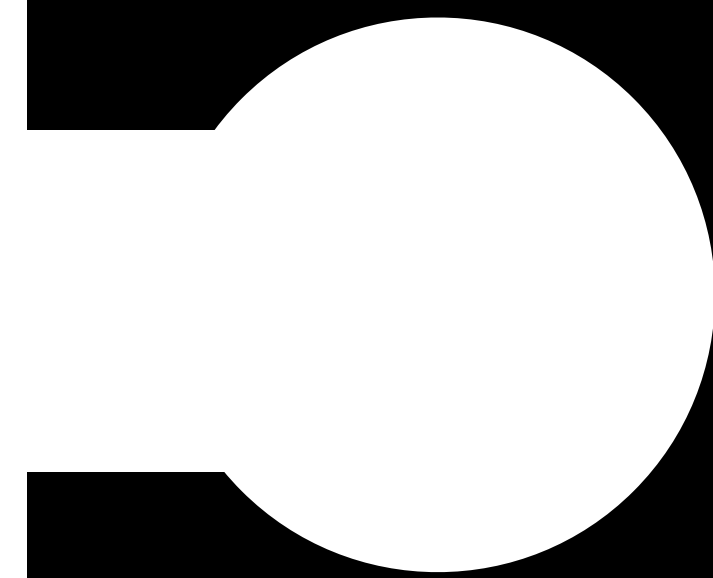
Preparing the cover letter

SHOWING YOUR VALUE

Being relevant to the receiver

THE COMPANY
THAT WILL PAY YOU

How
My
Skills



Match
Their
Needs

Their
Needs

My
Skills

Example?

| <i>Items from job posting</i> | <i>Closest match you have (leave blank if no match)</i> | <i>Example/story that illustrates match (leave blank if not applicable)</i> |
|-------------------------------|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

Cover letter elements overview

Your return address

Date <month, day, year>

Receiver's name

<Title>

Street address

City, Province X2X 4Y4

Salutation

Subject

Opening paragraph

Explanatory paragraph(s)

Closing paragraph

Sincerely,

<your name>

<your email>

Enclosure: Resume

Your return address

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Salutation

Subject

Opening paragraph

Explanatory paragraph(s)

Closing paragraph

Sincerely,

<your name>

<your email>

Enclosure: Resume

No more than one page

Aligned flush left

Consistent spacing
between blocks

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Salutation

Subject

Opening

If you have the name

Make it inclusive

Check spelling

Use a colon:

If you don't have the name

Leave it blank

Do not use generics, like

Dear Sir/Madam:

Dear Hiring Manager:

And never use

To whom it may concern:

Salutation

Centred on the page — —>

Re: <The job exactly as named in the posting>

Opening

Salutation

Subject

Opening paragraph

Set yourself apart from everyone else
(Make them want to read on)

Salutation

Subject

Opening paragraph

Set yourself apart from everyone else
(Make them want to read on)

The skill/experience you have that is the **closest match** to what they want

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Explanatory paragraph(s)

Closing paragraph

Sincerely,

<your name>

<your email>

Enclosure: Resume

Explanatory paragraph(s)

- How your skills match their needs.
- One to three specific examples that directly relate to the skills they are looking for.
- Possibly a story - illustrate how your skill made a difference.

Closing paragraph

- Your enthusiasm for the position.
- Your readiness to provide more information, or request for an interview, or both.

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Salutation

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Opening paragraph

Explanatory paragraph(s)

Closing paragraph

Sincerely,

<your name>

<your email>

Enclosure: Resume

Sincerely,

<your name>

<your email>

Enclosure: Resume

Your return address

Date <month, day, year>

Receiver's name

<Title>

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Salutation

Subject

Opening paragraph

Explanatory paragraph(s)

Closing paragraph

Sincerely,

<your name>

<your email>

Enclosure: Resume

Resumes

(FYI only - not assessed in SAI)

Make relevant facts easy to see first

- > Tailor to receiver
- > Change order of sections to best suit requirements

Bring accomplishments to life

- > Action verbs
- > Specifics/metrics

"accomplished X, as measured by Y,
by doing Z"

LAND THE JOB

'Avoid these 2 resume words at all costs,' says career expert—here are 35 power verbs to use instead