

ELEDUCK

ENGLISH TRAINING CAMP

For Developers

COVER LETTER

--Jessie Wang @Ottawa



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# 开头

- 知道HR名字, Dear Mr./Mrs. Jessie(名字)。
- 不知道HR名字
  - Dear hiring manager
  - Dear Recruiting Manager
  - To Whom It May Concern

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# 第一部分

- 感兴趣哪个职位, 从哪里获得职位信息, 或者通过谁or 机构了解到这家公司

I am writing to apply for \*\*\* position at \*\*\* company, Through \*\*\* (人, 或者网站) I learned about this position

- 表明自己是个不错的候选人

I believe my \*\*\* and \*\*\* experiences make me an qualified/outstanding/excellent candidate for the position.

Or I am interested in pursuing \*\*\* position at \*\*\* company.

如果你有通过该公司的朋友或者job fair上和HR了解过该公司, 这个时候可以强调下这个connection。

I was recently introduced to your company via Jessie(contact name) and was impressed with what I learned of [公司文化( Culture) / 工作环境 ( Working Environment )/ 公司的某些方面(Company-Specific Info)]

Through my research of your firm, as well as my conversations with \*\*\* at Shoppify open door event, I believe \*\*\* (公司的特征) are good fit for my skills

参考这里:

<https://www.livecareer.com/career/advice/cover-letter/cover-letter-openers-grads>

## 第二部分

对这份工作有益的经验或知识,简洁突出

- 工作经历
- 学术经历
- 团队合作, 独立完成任务的能力
- 志愿者经历

注意, 注意, 注意

- 不再重复简历上的内容, 主要写以上经历让你学到了什么技能? 比如实习让你对开发的整体流程有更深入的了解
- 紧扣主题, 一定是和申请的这份工作紧密相关的。
- 在前三句话, 简要说明与你申请的职位里列出来的**前三个**职责相关的能力, 成绩。然后在展开



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# 例子一 - 有实际工作经验

While working as \*\*\*(software tester) at \*\* company for 1 year(in the summer), I developed \*\* application using \*\*\* (skills, tools, programming languages), Gained \*\*\* , (or improved \*\*\*, 这里是你在这份工作中获得的能力满足你申请的这份工作的要求) Those skills combined with my course work at \*\*\* University are a great fit for \*\*\*\* position.



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## 例子二 – 学习经验

参加学校的竞赛, 或者event, 其中你应用了什么技术, 或者体现了什么样的能力, 一定主要描写公司职位需要的技术能力

During my study at University \*\*\*, I was awarded \*\*\* prize in \*\*\* event(competition, activity) for \*\* project(app) that – 描述这个project实现了什么功能, 用了什么技术。

理论学习, 和Academic project 经验

In addition to graduating with a 3.75 GPA (GPA比较高), I participated 3 projects: project1, project2, project3 using Java, skill1, skill2... (skills) as part of team or individually. Those projects not only improve my understanding of \*\*\*, \*\*\*, \*\*\* (三个主要的soft skills or technical skills, teamwork, problem-solving, object-oriented programming, SLDC ) but also hands-on experience which I believe would be an asset for \*\*\* position

# SKILL LISTS

Projects, labs – hands-on experience

Tutor, teacher assistant - communication skills, customer service

Team leader , club organizer – communication skills, management skills

Volunteer - contribution to the society, hands-on experience.

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# 第三部分

- 针对每个公司来写
- 强调为什么申请这家公司的这个职位, 你加入后能给这个职位或者公司带来哪些效益
- 首先你对这个公司的了解, 你看中了公司的哪个部分
- 然后你的工作经验和教育带给你的价值和能力能够给公司带来价值。

例子: I believe I can apply programming(testing, accounting ...) skills gained from my professional study and projects to \*\*\* position within your company.



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# 最后一部分

强调一下你的能给公司带来价值，期待回复。

My past experiences and education have prepared me to deliver real value for \*\* company . I have attached a copy of my resume for your review, and I would welcome the opportunity to further demonstrate my interest in the position by discussing my skills and background with you in more detail at your convenience. I can be reached at \*\*\*(phone number) or via email at \*\*\*. Thank you very much for your time and consideration.”



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Q&A

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