

Module 2:

Cover Letter Strategies

Cover Letter Warm-Up Exercise

Here is a warm-up exercise. Besides helping you establish a positive mindset, use whatever information that comes out of it to help you write your cover letter.

In the spaces below, write down ten things you are confident about yourself by completing the following sentence: ***"I am good at what I do because...."***

1. <i>"I am good at what I do because...."</i> I am patient with myself and others.
2. <i>"I am good at what I do because...."</i> I can think inside and outside of the box.
3. <i>"I am good at what I do because...."</i> I am easy to talk to.
4. <i>"I am good at what I do because...."</i> I enjoy my work and take pride in a job well done.
5. <i>"I am good at what I do because...."</i> I am happy to follow precise directions or find my own way to accomplish a task.
6. <i>"I am good at what I do because...."</i> I take initiative and will complete work I see needs to be done.
7. <i>"I am good at what I do because...."</i> I lead others in completing a task together.
8. <i>"I am good at what I do because...."</i> I listen to others' input and respond well to constructive criticism.
9. <i>"I am good at what I do because...."</i> I will take the time to ensure a job is done right.
10. <i>"I am good at what I do because...."</i> I respect my peers and authority, and value their work as much as my own.

Matching the Job Description with Your Skills/Characteristics/Abilities

When writing your cover letter, **you must provide examples of your skills, characteristics or abilities that match the employer's job description.**

STEP 1. From the job descriptions provided by the StFX Co-op Office in COOP 120, pick a job ad that is of interest. Look closely at the job description. In the column on the left, **write down the specific requirements that are listed in the job ad.** Typically, the specific requirements are listed under the qualifications section.

STEP 2. In the column on the right, **write down the skills/characteristics/abilities that you have that match the job description.** An example is below.

The job ad that I will be using for this assignment is

Job Title: Technical Systems Analyst

Organization: Royal Bank of Canada

Qualities in the Job Description:	Your knowledge/aptitude of those skills/tasks:
1. <i>Communication skills</i>	<ul style="list-style-type: none"> • Served as Company liaison between real estate agents and potential buyers/sellers • Speak English, Mandarin and Cantonese
2. <i>Computer skills</i>	<ul style="list-style-type: none"> • Utilized QuickBooks in reconciling bank statements • Experienced in Microsoft Office
3. <i>Excellent analytical and problem solving skills</i>	<ul style="list-style-type: none"> • Have vast experience with business case analysis
The job ad I picked, the qualifications in the job description are... Use as much space as you need to add the qualifications	Based on the job ad I picked, my knowledge/aptitude of those skills/tasks:
<ul style="list-style-type: none"> • Leadership skills 	<ul style="list-style-type: none"> • Held executive positions three of my years with student council in high school. • Attended Canadian Student Leadership Conference in Edmonston in 2016 • Participated in a mock Commonwealth Head of Government Meeting at the National Student Commonwealth Forum in Ottawa in 2019

<ul style="list-style-type: none"> • Interpersonal and Communication skills 	<ul style="list-style-type: none"> • <i>Passed the DELF B2 assessment in April 2019, certifying I am bilingual in French and English.</i>
<ul style="list-style-type: none"> • Creative and Analytical thinker 	<ul style="list-style-type: none"> • Played piano for six years then the trombone for seven throughout high school, playing in Concert and Jazz band, as well as the East Side Symphonic Band.
<ul style="list-style-type: none"> • Understanding of programming 	<ul style="list-style-type: none"> • <i>Studying computer science at St.FX where I've learned Python and C++, I also know Java from high school computer programming.</i> • <i>Competed in Dartmouth's first Code Quest in 2019.</i>