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NOVA SCOTIA WORKS

Cover Letter Tips

COVER LETTER FORMAT

Your name
Your street address, email address & phone number

Today's date

Name of Person to Whom Letter is Being Addressed (if known)
Or P O Box Number / or Department Name
Title
Company Name
Street and Number
Town/City, Province
Postal Code

RE: **Competition Number/Order Number/Job Title**

Dear *If no name, no title, etc., use Dear Hiring Manager
If name known – Dear first name plus surname*

Opening Paragraph *This paragraph tells the reader why you are writing, how you learned about the position / company, mention a resume attached.*

Paragraph 2 *This paragraph can describe how you are qualified to do the job by briefly describing education, training and / or work-related background and experience.*

Paragraph 3 *This paragraph can tell the reader why you are the right person for the job. Do some research, find out information about the company and relate yourself to the company (ie values, mission statement, industry) Indicate your skills, abilities, natural talents, specific job experience, related volunteer experience, computer skills, interests, hobbies, achievements, capabilities, languages, teamwork skills, communication skills, interpersonal skills, personal skills (adaptable, flexible,-etc.) relating these-skills to the requirements indicated or the skills that are normally required to do the job.*

Paragraph 4 *Three paragraphs should be enough, but you may wish to break down the information indicated for paragraph 3 into 2 paragraphs (ie 1 paragraph for job experience, computer skills and another for personal, teamwork skills)*

Closing Paragraph *In this paragraph, you can ask for an in-person interview. In this paragraph, you can also information on how you can be contacted (phone, fax, email, cell) and thank the reader for their time.*

Closing **Yours truly / Yours Sincerely, etc.** *Do not use anything other than business closings.*

Name **Your full name** - *make sure there are at least 5 spaces between the closing and your name ... and most of all ... remember to sign your letter.*

**Enclosure/
Attachment** *2 lines after your name put either enclosure or attachment – enclosure if you are sending it by mail, attachment if you are sending electronically*

Gimme A. Job, MBA.

123 Street, Halifax, NS B3P 2W1
(902) 444-4444 E-mail: gajob@hotmail.com

November 20, 2016

Sample Cover Letter

Andrew Smith
Branch Manager, ABCD Distribution Canada
1 Driver Avenue
Dartmouth, Nova Scotia B3B 1S9

Re: Inside Sale Representative

Dear Andrew Smith:

It is with great interest that I am applying for the Inside Sales Representative position as advertised in the Halifax Chronicle Herald. With a Business of Commerce Degree and 5 years' experience in the sales field, I am very interested in applying my skills to Inside Sales Representative. You will find my résumé enclosed for your review and consideration.

Through my past work experience in the Shipping and Receiving field, I know that ABCD Distribution Canada is a major distributor in the global market and I am familiar with both your product tracking and billing systems. My years of experience in industrial sales, both inside and outside, has allowed me to hone my skills in building strong customer relationships, developing proposals, and maintaining accurate records. I have a proven history of maintaining strong client relationships with my customers and firmly believe that building a solid rapport with clients is of the utmost importance for success in business. As Inventory Manager with Special Products International, a major industrial wholesaler, I gained several years' experience in shipping and receiving products, locally and internationally. My solid understanding of regulatory requirements and trade tariffs has proven to be very beneficial in assisting clients with meeting their inventory needs.

In addition to my extensive work experience, I have a Bachelor of Commerce degree and am well versed in several office software and accounting packages. My communication skills are excellent and I work well within a team environment. With my proven self-management capabilities, I consistently ensure tasks are completed on time and to the customer's satisfaction.

I am confident my sales and networking capabilities would be a definite asset to your team. I am available to meet with you in person at your convenience and can be contacted at (902) 444-4444 or cell (902) 222-0000. I look forward to hearing from you in the near future and thank you for your consideration.

Sincerely,

Gimme A. Job, MBA
Enclosure (1)

COVER LETTER CONTENT

OPENING PARAGRAPH

1. Explain why you are writing:
 - Follow up to a telephone call – cite the date of the call
 - Follow up to an advertisement – state the name and date of the publication
 - If referred by a third party, give the name of other person who suggested you contact this employer, if appropriate. Make sure you have their permission and give them a copy of your updated résumé
 - Writing to explore potential opportunities in your field – state this and explain why their company is of special interest
2. Specify the position for which you are applying.
 - Quote the occupation / position and reference number, if given
3. State your interest in this position or some connection to the company.
4. Include a “hook sentence” – state a sales pitch to the employer
5. Note that your résumé is enclosed or attached.

SAMPLES OF OPENING PARAGRAPHS:

This letter is in response to your advertisement for an IT Technician as posted in the January 30th issue of the Halifax Chronicle Herald. My résumé is enclosed for your review and consideration.

I am applying for the position of Senior Analyst as posted at the XYZ Corporation in Halifax. My résumé is enclosed for your review and consideration.

The enclosed résumé is for your review and consideration. My primary interest is in the area of accounting and I would consider other related administrative positions that may be available.

Further to our telephone conversation of November 2014, concerning employment opportunities, I have enclosed a copy of my résumé for your review. As mentioned, I have over 8 years’ experience in this field and have direct skills in _____ and _____.

Following a recent conversation with Mr. P. Gillis concerning employment opportunities in the engineering field, I am directing this letter to your attention at her request. With a Bachelor of Engineering and a good knowledge of the Oil and Gas sector, I am confident that I would quickly prove to be a valuable asset to your team. My résumé is enclosed for your review.

Further to our recent conversation, I have enclosed my résumé as application for the position of _____ as per your request. With a keen interest in sales and a sound knowledge of ABC Incorporated, I am very excited about this great opportunity.

BODY PARAGRAPH(S) – HIGHLIGHTING YOUR QUALIFICATIONS

1. Review the job advertisement and underline every required skill and job duty
2. Write out everything you underlined on a separate piece of paper
3. Group/identify the required skills
4. Match these required skills with skills that you possess. Be able to identify proofs about how you possess those skills
5. Go back to your résumé and rewrite your skills so that they reflect those that the employer requires

CLOSING PARAGRAPH

1. State your interest in meeting with the employer for an interview and arrange for further contact.
2. Make it easy for the person to contact you. List your phone number(s) and email address. (Even though these are on your cover letter and résumé, state them again).
3. Instill confidence and thank the employer for his or her time and consideration.

SAMPLES OF CLOSING PARAGRAPHS:

I would like to meet with you to further discuss how my qualifications would meet your specific needs. I may be reached at _____ or you may leave a message.

I am confident that I possess the skills, education and experience required to become a valuable part of your team and I would appreciate an opportunity to meet with you at your convenience. I may be reached at _____ or _____ and look forward to receiving your call. Thank you for your consideration.

I am confident that my _____, _____ and ability to _____ would quickly prove to be valuable assets to your organization and I would be pleased to give more details concerning my qualifications for this position. I will contact you next week to follow up on this exciting opportunity. Should you wish to contact me at an earlier time I can be reached at _____ or by e-mail at _____. Thank you for your time and consideration.

