

Conquer Your Cover Letter Workshop

careerlink@grenfell.mun.ca



ENGAGEMENT

Do You Need a Cover Letter?

- Yes!
- It describes and conveys your skills and experiences that make you an ideal candidate for the job.
- It helps you to stand out!

How do I Prepare?

RESEARCH! RESEARCH! RESEARCH!

- Conduct research into the company's background and values and illustrate that you are the ideal candidate by linking them to your own experiences and goals.
 - Webpage
 - Facebook
 - Call the office to speak to someone

Preliminary Research

- Know:

- General job information
- Desired qualifications and skills
- Key values and words (refer to job ad)

Format - Header

Return Address: (optional)

- top left-hand corner of the page

Date:

- Two lines below address ... current, unabbreviated date

Mailing Address:

- Two lines below date ... complete address of the company

Greeting:

- Two lines below address ... Use a specific individual. Check the company's website or call if a name is not provided in the job posting.

If a name is unavailable, **Dear Selection Committee:** is commonly used.

Header

- Address the letter to a specific person if possible

Your Name

Your City, Province, Postal Code

Date

Name of Contact Person

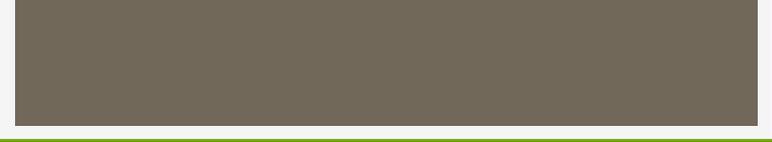
Title

Organization

Address

City, Province, Postal Code

Dear Ms., Mr., Dr., or Hiring Committee:



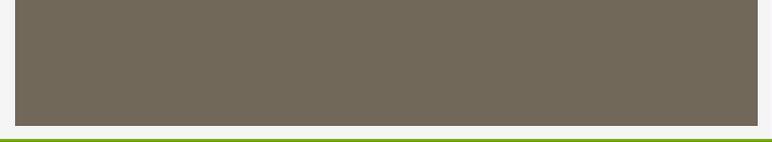
First Paragraph:

Why are you Writing?

- Introduce yourself
- State what job you are applying for
- How did you learn about it

Second Paragraph: **What You Have to Offer**

- Highlight your academic and professional qualifications and skills that relate to this position. Respond to requirements mentioned in the job ad
- Do not repeat everything that is in your resume or CV



Third Paragraph:

How do you Fit the Company Image?

- Use your research knowledge to prove your background, experience and values and parallel them with the company.

Closing Paragraph:

Follow up

- Thank the employer for his time
- State the best way to contact you for an interview. Call to action
- Follow this with a cordial closer of “Sincerely,” and then a signature above your typed name.

Example of Concluding Paragraph

I would appreciate the opportunity to meet with you to discuss my experience and qualifications for _____ (name position). I can be contacted at ---- (phone) and ---- e-mail.

Look for:

- Language:

Weak Language:

I worked as a ramp agent at Air Canada.

Strong Language:

As a ramp agent, I assisted in loading baggage, oversaw fueling the aircraft, and stocked commissary items on the aircraft.

Your Address

(optional if you have it included on the resume)

23 Ropewalk Lane
Corner Brook, NL A2H 6P3
709-111-1111
me@grenfell.mun.ca

March 16, 2016

Date

Jessica Couture, HR Manager
Grenfell Campus, Memorial University
20 University Drive
Corner Brook, NL A2H 5G4

Employer Address

Dear Ms Couture:

This letter is an application for the *Research Assistant* position with the Department of Sociology, Grenfell Campus, Memorial University of Newfoundland which was posted on the Grenfell Campus Office of Engagement webpage on January 20, 2016.

First Paragraph

Why are you Writing?

As a recent graduate of the Bachelor of Arts program at Grenfell Campus, Memorial University, I have accumulated strong written and oral communication skills. Having completed a major in Sociology, I am familiar with a wide array of subject matter and am comfortable performing both primary and secondary research. While completing five courses during the academic semesters, I also worked part-time as a Teaching Assistant with the Department of Sociology. This position refined my time-management skills and showcased my self-direction capabilities. During group projects, I surface as an enthusiastic and effective team member, who is task oriented and does not shy away from a leadership role. As evident in my résumé, I am confident working with Microsoft Excel and Word. Human Resources Summer Internship position.

Second Paragraph

What do you have to offer?
Sell Yourself!

Upon researching your department, I was very excited to learn that the Department of Sociology is spearheading a project to improve youth retention in out-ort Newfoundland and Labrador. I have a keen interest in this area of Newfoundland and Labrador studies as I have completed several research papers on the topic of out migration and unemployment in rural areas. It would be an honor to work in such a progressive environment where sociology is not just an academic undertaking but where practical sociological theories can be applied.

I believe that I am a strong candidate for the Research Assistant position with the Department of Sociology, Grenfell Campus, Memorial University of Newfoundland and I look forward to hearing from you to further discuss how I may contribute to your department. Thank you for considering me for this position. Please feel free to contact me anytime at (709) 111-1111 or via email at abestcover@grenfell.mun.ca.

Closing Paragraph

Call to Action

Sincerely

YOUR NAME

Closing

Enclosure: Résumé

Salutation

Address to a specific person

Third Paragraph

What do you fit the company image, plan or project?