

# preparing a cover letter

Once you know where you want to apply for a job and who is responsible for hiring, you can create a cover letter for your resume. It's an important marketing tool that tells the employer why you are the right person for the job.

219 Cote des  
Neiges,  
Montreal, Quebec.  
H3V 3Z6

May 12<sup>th</sup>, 2006  
Ms. Susan Lemieux  
Director of Personnel  
La Maison Simon  
677 St. Catherine St. West,  
Montreal, Quebec. H3V3T6

Re: Application for Salesperson

Dear Ms. Lemieux:

I am interested in applying for the position of salesperson at your store, which was advertised on the employment posting board of Dawson College.

Having attended both high school and currently college I have developed organizational and communication skills through my involvement in numerous school activities. I have specialized in economics and accounting and this has helped me understand how business operates. I have enclosed my resume with further details.

I would enjoy being a part of your Company and I am available for an interview at your convenience. Please contact me at 555-1212 or leave a message at 555-1234. I look forward to hearing from you.

Sincerely,

(sign your name)  
Janice Jones

## COVER LETTER TIPS:

**ADDRESS** – your cover letter to the person responsible for hiring. Do not use Dear Sir/Madam or to Whom it may Concern. Call the business and get the exact name and title of the person, ask for the correct spelling.

**PARAGRAPH ONE** – state your interest in the Company and the type of job that you are applying for. If you learned of the job through an advertisement refer to it in the opening paragraph.

**PARAGRAPH TWO** – highlight the experience and skills that you can offer the Company. Try to use dynamic verbs. Refer them to your resume for further details.

**PARAGRAPH THREE** – request an interview and leave a number where you can be reached. Check the letter for spelling or grammatical errors with spell check or have someone else check it.

When you are finished writing your resume and cover letter and you are prepared to contact the employer here are the key steps to follow:

- ✓ Drop off your resume in person.
- ✓ Wait for a convenient time, (avoid mealtimes for restaurants and peak shopping hours for stores).
- ✓ Bring your SIN card and a list of references.
- ✓ Tell the manager who you are and what kind of work you are applying for.
- ✓ Thank the manager and ask if you can call back in a few days.

If you do not hear back within one week, call to ensure that the manager received your resume, remind him/her of who you are and which position was applied for. If they tell you that the job is filled or that there are no jobs available thank them for considering your resume and say that you will remain in touch with the Company to learn about future job openings.