Cover Letters

For every resume you submit, you should also submit a cover letter. A cover letter serves as your introduction to the employer.

Purpose of a Cover Letter

Your letter is an introduction; it will state who you are, what position you are applying for, and where or how you learned about the position/organization.

A cover letter highlights your strengths and qualifications, reviewing specific areas of your background that will be of interest to the employer. This is not a repeat of your resume.

Cover Letter Format

Paragraph 1: Statement of Interest

✓ Mention the position you are applying for and how you learned about the position.
✓ Express your motivation for applying and knowledge you have gained through your research about the organization/company.
✓ If you have a personal contact, include it here.

Paragraph 2: “All about YOU”

✓ Highlight your skills, accomplishments, and experiences pertinent to the position.
✓ Incorporate statements addressing the value you add.

Paragraph 3: Statements of Appreciation

✓ Express your interest in an interview, and how you can be reached.
✓ Include a statement of appreciation for the employer’s time.
January 18, 2011

Sarah Smith
Human Resources Manager
ABC Company
6 Blueberry Drive
Toronto, Ontario, M4S 2F7

Re: Position Number 73290

Dear Ms. Smith:

Please accept my attached resume for the position of Human Resources Intern, as advertised on The University of Western Ontario’s CareerCentral. As a third year student in the Bachelor of Management and Organizational Studies program specializing in Human Resources, I would use my strong academic knowledge, dedication, and organization to the advantage of ABC Company.

Through my extensive education and employment experiences, I am confident that the skills and competencies I have developed will allow me to be a successful and contributing member of the Recruitment team as the Human Resources Intern. My previous work experience within the Human Resources department at XYZ Company has enabled me to enhance my exceptional time management skills and sensitivity to diverse issues and subjects. I am certain that I will be able to employ myself in such a way that would bring positivity and efficient organization to the already renowned Human Resources team. Working for ABC Company would be an excellent fit as my belief in being an active member of society is reflected within the company’s values and in their prestigious charitable involvement.

I would like to thank you for your time and consideration while reviewing my application and would welcome the opportunity to come in and meet with you in person to further discuss my qualifications.

Sincerely,

Louie Lyons

Louie Lyons