

INTRODUCTION

(Why are you writing?) (Where did you hear about the job?)

MIDDLE PARAGRAPHS

Call attention to your qualifications and experience, and relate them to what the company has advertised for.

Do your homework! List attributes and services of the company that your experience qualifies you for.

CLOSING PARAGRAPH

Thank them for their time and consideration and let them know when and where you can be reached.

INTRODUCTION

(Why are you writing?) (Where did you hear about the job?)

MIDDLE PARAGRAPHS

Call attention to your qualifications and experience, and relate them to what the company has advertised for.


Do your homework! List attributes and services of the company that your experience qualifies you for.

CLOSING PARAGRAPH

Thank them for their time and consideration and let them know when and where you can be reached.

Tips For Effective Cover Letters(CL)

Top 10 CanadianCareers.com


1. Try to find out who will be receiving the applications, eg. someone in Human Resources, and address the letter to them. If you can't find a contact name or are sending a general CL then address it to "Hiring Manager".
2. Check your spelling and grammar and proofread it over and over again. This is ALWAYS a wise investment of your time. 
3. Never write the CL by hand. Print off computer.
4. Own your skills, experience and accomplishments but don't start every sentence with "I".
5. Customize your CL for each job you are applying for, not a form letter. Research the company and relate your experience to what they do and what they are looking for. The research you do will be reflected by the word choices you make in your letter.
6. Saying you're efficient, a team player or have excellent communication skills is very appropriate language for a CL. Make sure you can back that up with experience or skills the company is looking for.
7. Tell the employer specifically what you can do for the company and how, if hired, you would prove to be an asset to the company.
8. Keep it brief, one page only. Keep paragraphs short, a maximum of 2-4 lines.
9. Keep it professional looking (keep fancy fonts or text variations, eg. bold/italics to a minimum).

10 10 10 10 10 10

Your cover letter is one of your key marketing documents – make it count and get the job!

Tips For Effective Cover Letters(CL)

Top 10 CanadianCareers.com

1. Try to find out who will be receiving the applications, eg. someone in Human Resources, and address the letter to them. If you can't find a contact name or are sending a general CL then address it to "Hiring Manager".
2. Check your spelling and grammar and proofread it over and over again. This is ALWAYS a wise investment of your time. 
3. Never write the CL by hand. Print off computer.
4. Own your skills, experience and accomplishments but don't start every sentence with "I".
5. Customize your CL for each job you are applying for, not a form letter. Research the company and relate your experience to what they do and what they are looking for. The research you do will be reflected by the word choices you make in your letter.
6. Saying you're efficient, a team player or have excellent communication skills is very appropriate language for a CL. Make sure you can back that up with experience or skills the company is looking for.
7. Tell the employer specifically what you can do for the company and how, if hired, you would prove to be an asset to the company.
8. Keep it brief, one page only. Keep paragraphs short, a maximum of 2-4 lines.
9. Keep it professional looking (keep fancy fonts or text variations, eg. bold/italics to a minimum).

10 10 10 10 10 10

Your cover letter is one of your key marketing documents – make it count and get the job!

Pocket Cover Ltr

PUTTING YOUR COVER LETTER TOGETHER

The purpose of a cover letter is to introduce yourself to potential employers and to show you've got great skills that can benefit them. The more care you put into your letter, the greater chances of getting an interview.

Opening Paragraph

The opening/introductory paragraph states why you are writing and how you heard about the position.

Middle paragraphs

The middle paragraphs (1-3 paragraphs) must relate your skills and experience to the employer's needs. Choose the most important skills/abilities needed for the position and be sure to show where you demonstrated these. **Show how you would be able to contribute to the organization, not how the position will help you!** Try to demonstrate that you have an interest in and understanding of the organization by your choice of words.

Closing (Final Paragraph)

The final paragraph is used to thank the employer for their consideration and request an interview.

Pocket Cover Ltr

PUTTING YOUR COVER LETTER TOGETHER

The purpose of a cover letter is to introduce yourself to potential employers and to show you've got great skills that can benefit them. The more care you put into your letter, the greater chances of getting an interview.

Opening Paragraph

The opening/introductory paragraph states why you are writing and how you heard about the position.

Middle paragraphs

The middle paragraphs (1-3 paragraphs) must relate your skills and experience to the employer's needs. Choose the most important skills/abilities needed for the position and be sure to show where you demonstrated these. **Show how you would be able to contribute to the organization, not how the position will help you!** Try to demonstrate that you have an interest in and understanding of the organization by your choice of words.

Closing (Final Paragraph)

The final paragraph is used to thank the employer for their consideration and request an interview.

reply flag

Posted: 2 hours ago

★ Edible Arrangements- Fruit Consultant (Langley)

[Words to capitalize on](#)

Edible Arrangements is looking for our next great fruit consultant!!!

Applicants must have previous customer service and sales experience. Must be friendly, outgoing, and Must be well presented. Duties will include customer service, sales, arranging fruit bouquets as well as general duties.

Must also be able to work longer hours and extra shifts around key holiday dates such as Mothers Day, Christmas, and Valentines Day.

Please send resumes to bc1295@dofruit.ca

- Location: Langley
- Compensation: \$10.50
- This is a part-time job.
- Principals only: Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers

Sample Cover Letter #1

Name
(City, Province)
Email
Telephone #

January 20, 2014

Edible Arrangements
110-8700 200 Street
Langley, BC
V2Y 0G4

Attention: Michelle Carroll, Owner

Dear Ms. Carroll:

Please accept my attached resume for the Fruit Consultant position currently available as advertised on Craigslist. You will discern by reviewing my resume, I have the essential experience necessary to fill this position.

With greatest attention to customer satisfaction, I pride myself on providing the highest quality service and products. I enjoy working in a fast paced team environment to satisfy the public, and have a keen desire to demonstrate this in a professional way by maintaining a positive and friendly disposition even when under demanding or stressful situations.

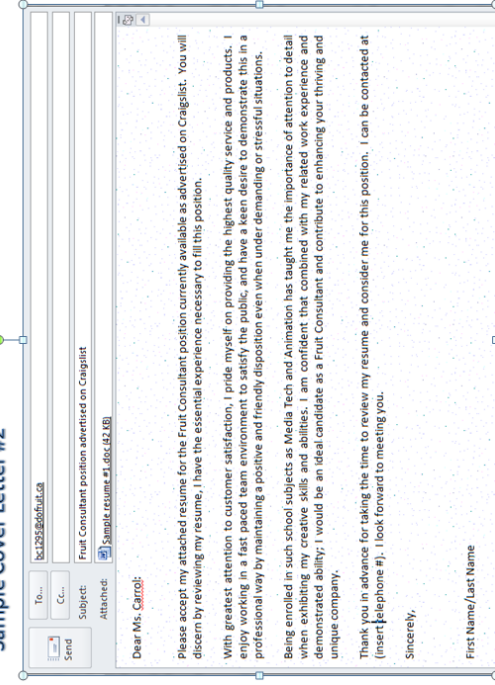
Being enrolled in such school subjects as Media Tech and Animation has taught me the importance of attention to detail when exhibiting my creative skills and abilities. I am confident that combined with my related work experience and demonstrated ability, I would be an ideal candidate as a Fruit Consultant and contribute to enhancing your thriving and unique company.

Thank you in advance for taking the time to review my resume and consider me for this position. I look forward to meeting you.

Sincerely,

First Name/Last Name

Sample Cover Letter #2



reply flag

Posted: 2 hours ago

★ Edible Arrangements- Fruit Consultant (Langley)

[Words to capitalize on](#)

Edible Arrangements is looking for our next great fruit consultant!!!

Applicants must have previous customer service and sales experience. Must be friendly, outgoing, and Must be well presented. Duties will include customer service, sales, arranging fruit bouquets as well as general duties.

Must also be able to work longer hours and extra shifts around key holiday dates such as Mothers Day, Christmas, and Valentines Day.

Please send resumes to bc1295@dofruit.ca

- Location: Langley
- Compensation: \$10.50
- This is a part-time job.
- Principals only: Recruiters, please don't contact this job poster.
- do NOT contact us with unsolicited services or offers

Sample Cover Letter #1

Name
(City, Province)
Email
Telephone #

January 20, 2014

Edible Arrangements
110-8700 200 Street
Langley, BC
V2Y 0G4

Attention: Michelle Carroll, Owner

Dear Ms. Carroll:

Please accept my attached resume for the Fruit Consultant position currently available as advertised on Craigslist. You will discern by reviewing my resume, I have the essential experience necessary to fill this position.

With greatest attention to customer satisfaction, I pride myself on providing the highest quality service and products. I enjoy working in a fast paced team environment to satisfy the public, and have a keen desire to demonstrate this in a professional way by maintaining a positive and friendly disposition even when under demanding or stressful situations.

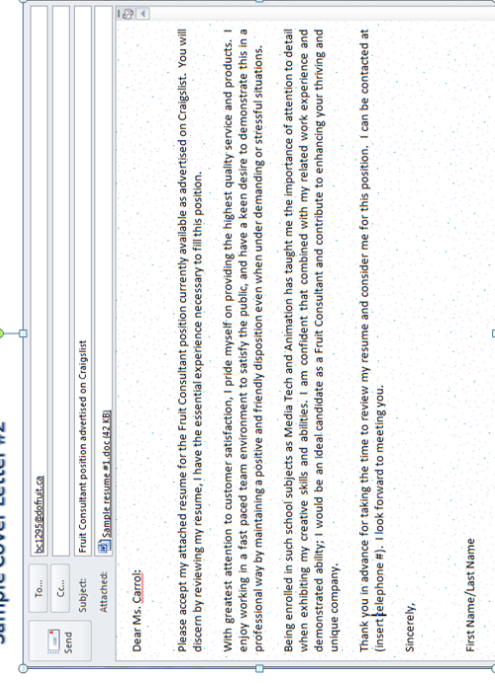
Being enrolled in such school subjects as Media Tech and Animation has taught me the importance of attention to detail when exhibiting my creative skills and abilities. I am confident that combined with my related work experience and demonstrated ability, I would be an ideal candidate as a Fruit Consultant and contribute to enhancing your thriving and unique company.

Thank you in advance for taking the time to review my resume and consider me for this position. I look forward to meeting you.

Sincerely,

First Name/Last Name

Sample Cover Letter #2



Craigslist Ad

Craigslist Ad

