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.

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Tips For Effective Cover Letters(CL)

Top 10

- 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!

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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. 0

Opening Paragraph

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

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- Middle paragraphs The middle paragraphs (1-3
- paragraphs) must relate your skills and
- ы Ш experience to the employer's needs.
- Choose the most important
- 0 skills/abilities needed for the position
- G 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
- U T T | the employer for their consideration
 - and request an interview.



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reply Posted: 2 hours ago	reply Posted 2 hours ago
* Edible Arrangements- Fruit Consultant (Langley) Words to capitalize on	* Edible Arrangements- Fruit Consultant (Langley) Words to capitalize on
Edobe Arrangements is looking for our next great trut consultant!!! Applicants must have previous customer service and sales experience. Must be friendly, outgoing, and Must be well presented	EdDie Arrangements is lookung 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, sarles, arranging finit bouquets as well as general duties. Minst also be able to work bonger hours and extra shifts around key holiday dates such as Mothers Day, Christmas, and Valentines Day.	Duties will include customer service, sales, arranging fruit bouquets as well as general duties. Must also be able to work longer hours and extra slittly around key holiclay dates such as Mothers Day, Christmas, and Valentines Day.
Please send resumes to bc 1295 @doftruit.ca	Please send resumes to $bc1295@doftnit.ca$
 Contion Langley Compensation S10.50 This is a particular splace don't contact this job poster. Principals only. Recruiters, place don't contact this job poster. do NOT contact us with unablined services or offer. 	 Location: Langley Compensation 3010 301 This is a partimispide. Principals only: Rectainers, please don't contact this job poster. do NOT contact us with unsolicited services or offers
Sample Cover Letter #1 Name (city, Province) ====i Telephone #	Sample Cover Letter #1 Name (city, Province) Email Telephone #
January 20, 2014	January 20, 2014
Edible Arrangements 110-8700 200Street Langley, BC V2Y 064	Edible Arrangements 110-8700 200 Street Langley, BC V2Y 0G4
Attention: Michelle Carrol, Owner	Attention: Michelle Carrol, Owner
Dear Ms. Gattol:	Dear Ms. Carrol:
Please accept my attached resume for the Fruit Consultant position currently available as advertised on Craigslist. You will discent by reviewing my resume, I have the essential experience necessary to fill this position.	Please accept my attached resume for the Fruit Consultant position currently available as advertised on Craigslist. You will discern by revelving 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.	With greatest attention to customer satisfaction, I pride myself on providing the highest quality service and products. I enjoy working in a fast pasced 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 billity, I would be an ideal candidate as a Fruit Consultant and contribute to enhancing your thriving and unique company.	Being enrolled in such school subjects as Media Tech and Animation has taught me the importance of attention to detail when exhibiting my creative stills 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.	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,	Sincerely,
First Name/Last Name	First Name/Last Name
Sample Cover Letter #2 🍵	Sample Cover Letter #2 🍵
To bx1255 #pdoftattaa C bx1255 #pdoftattaa Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand Sand	Tom but states and the second states and the second states and the second states and the second states and second states
Dear Ms. Garcol:	Dear MAS. Carrols
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