

Sample Cover Letter

John Johnson
742 Evergreen Terrace
Toronto, Ontario
M5M 6Y7

A proper business letter format is used.

The cover letter is an introduction to the resume. Your goal in writing the letter is to receive an interview.

Tuesday, November 12th, 2013

Janet Jones
Human Resources Director
Ernst & Young Accounting
200 Adelaide Street West, Suite 1520
Toronto, Ontario
M5H 1W7

The letter is addressed to the person who is doing the hiring.

Do ***NOT*** address a female employer as "Mrs."

Re: Opening for Student Office Clerk

Dear Ms. Jones,

Evidence that you have researched the company can impress the employer.

Introduction includes how you learned about the opening.

I am a motivated high school student who is eager to learn more about the world of business. I recently learned a great deal about accounting during a D.E.C.A. competition so I am writing to apply for the position of Student Office Clerk, which was advertised on the Government of Canada Student Job Board on November 11th.

This position interests me because I enjoy working with people and would like to gain experience working in the field of customer service. Ernst & Young is an attractive employer to me because of its reputation as an internationally renowned accounting firm.

In the past, I have worked as a volunteer counselor with the Downtown Y.M.C.A.'s summer program, working with children aged seven to ten. I found this work to be both challenging and rewarding, and would like to continue this challenge with your accounting firm. Recently, I have worked in a customer service position, serving as receptionist at the law firm of Donnell, Dole, Frutt and Young.

A few highlights from the resume are listed.

Thank the employer for their time.

Please feel free to contact me at any time should you have any questions. If I do not hear from you by November 18th, I shall call your office. Thank you for your time.

A date to contact the employer is given.

Contact information is included.

Sincerely,

John Johnson
Telephone: (416) 485-5678
Email: john_johnson@gmail.com

The letter is adapted for each job application. Do not use a "fill-in-the-blanks" format.