

Cover letter Sample – JOB POSTING RESPONSE

Derek Trask
110025 Mount Pleasant Crescent.
Edmonton. AB. R2L 6B4
Tel: (780) 223-6321
Email: dtrask@uleth.ca

October 3, 2012

Mr. George Jacobs
Director of Human Resources
Communications Canada Inc.
1300 River Street S.W.
Calgary, AB R3C 4J7

Dear Mr. Jacobs,

RE: Application for Entry Level Public Relations Trainee - Reference # FR 391

I am sending you my resume in response to your recent job posting for an Entry Level Public Relations Trainee (reference # FR391) with Communications Canada. I am familiar with your business history and am impressed by your new direction to expand into European markets. I am eager for the possibility of working with such a progressive organization and feel that I have a lot to offer your communications team.

I will be graduating in December 2012 from the University of Lethbridge with a Bachelor's Degree in Political Science. My experience as captain of the school's intervarsity hockey team has taught me outstanding communication and interpersonal skills, in addition to giving me the opportunity to deal extensively with the media. Throughout my University career, I have gained practical experience in making public presentations and am very confident speaking to large groups. In addition, I have held numerous leadership roles in academic and work projects, in addition to being Event Coordinator for the University Political Science Club. As proof of my discipline and organizational abilities, I have been able to work 30 hours each week while still maintaining strong grades and various leadership roles.

I am interested in beginning my career in the field of public relations and I feel my experience, energy and enthusiasm would enable me to make an excellent contribution at Communications Canada Inc.

I would enjoy the opportunity to meet with you for an interview to further discuss how I can contribute to your company in the position of Entry Level Public Relations Trainee. I can be reached by Email, telephone or a message can be left on my cell at (780) 542-2333 at your convenience. Thank you for your time and I look forward to hearing from you.

Sincerely,

Derek Trask

Encl.

Cover letter Sample – CAREER FAIR MEETING RESPONSE

Robert Ellison
522 – 16 Street S.W.
Calgary, AB. T4M 1D6
(403) 333-2561
Email: aabbcc@uleth.ca

March 12, 2012

Mr. Andrew Smythe
Director, Human Resources
Alberta Oil & Gas
123 - 5th Ave S.W.
Calgary, AB L3G 6W1

Dear Mr. Smythe,

We met at the University of Lethbridge Career Fair in September last year and at the time you mentioned your company would be recruiting Junior Systems Analysts to begin working in September 2012. As an upcoming graduate trained in management information systems, I am writing to express my interest in interviewing for one of these positions, if the opportunity still exists.

I was very impressed by how helpful the staff from your organization was at the University Career Fair. Your plan to create a department dealing solely with New Applications Development is of particular interest to me, given my technical background. Also, having lived in Calgary for most of my life, I have a good understanding of the oil and gas industry and am familiar with the city, which would be a benefit in working with industry stakeholders and business clients in this position.

I will be graduating in June 2012 with a Bachelor of Management in Management Information Systems. I received the William Laurier Scholarship in 2010 for my excellent grades. My course work has included programming, database management and systems analysis. In addition, I have been the assistant to a PhD. student who is creating a new business software program for his thesis. I am confident my skills, experience and professional enthusiasm will give me the ideal background required to be successful in the position of Junior Systems Analyst at Alberta Oil & Gas.

I would welcome the opportunity to meet with you to further discuss my qualifications and possible 'fit' with your organization. You can contact me at (403) 333-2561 if you would like to arrange an interview. Otherwise, I will contact you in early December, as I understand you have a busy schedule. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Robert Ellison

Encl.

Cover letter Sample – COLD CALL INTRODUCTION

Debra Anderson
1652 – 20 Street North
Lethbridge, AB T1H 1R8
Ph: (403) 327-9824
Email: d.anderson@uleth.ca

March 24, 2012

Attention: Janice Peck
Human Resources Manager
Wright & Harrow
564 7th Street South
Lethbridge, AB T1J 4M1

Dear Ms. Peck:

Are you looking for a competent, motivated and well-organized Audit Trainee?

I will be completing my degree from the University of Lethbridge in April 2012 when I will receive a Bachelor of Management, majoring in Accounting. I am passionate about pursuing a career as a Chartered Accountant in the future and am proud to tell you that I have been on the Dean's List every semester while in university.

As you will see in my resume, I have strong technical skills and have broad experience in many areas of the accounting profession. In the summer of 2011, I was a summer student at Robbins & Richard where I worked directly with clients on audits, used ACCPACC, and became familiar with the daily operations of a large accounting firm. In the summer of 2009 and 2010, I was a bookkeeper for an investment company and benefited from a broad introduction to the world of finance. Since late 2008, I have worked, part-time, as an assistant manager for a jewelry store where I am responsible for inventory, bank deposits and balancing the cash. These positions have given me the opportunity to substantially develop my interpersonal, teamwork and time management skills, which will prove invaluable at Wright & Harrow. I enjoy working with people and look forward to putting my customer service and management/accounting skills to work for your company and clients.

It would be my pleasure to meet with you in an interview setting if you would like more information on how I could contribute to your accounting team. It is easiest to reach me at (403) 892-1679 during business hours. Thank you for your time and I look forward to hearing from you in the future.

Sincerely

Debra Anderson

Encl

Cover letter Sample – FROM A REFERRAL

Olivia Abbot
4516 Darby Way
Red Deer, AB B4X 1C7
Ph: (403) 111-2222
Email: oabbot@uleth.ca

May 15, 2012

Mr. John R. Martin
Director, Human Resources
Saskatoon Computers Inc.
465 Marilyn Drive
Saskatoon, SK S7Y 8J9

Dear Mr. Martin,

RE: Employment Inquiry – Computer Programmer

I was recently speaking with my computer programming professor, James Jackson, about opportunities in the computer programming industry and he recommended that I contact you. In April 2012 I will be completing the degree requirements for a Bachelor of Science Degree in Computing Science from the University of Lethbridge. I am very interested in speaking with you about any opportunity to work for Saskatoon Computers Inc. as a Computer Programmer, if the opportunity exists in the future.

As you will see from my resume I have a well-rounded background, through my University education, related computer science projects, and practical experience assisting businesses with their computer programming needs. In my work as a Research Associate, working for Professor Dwyer in the Department of Computer Science at the University of Lethbridge, I have gained invaluable technical and professional experience. In addition, I am extremely proud of my continued involvement in many extracurricular activities where I continue to take on leadership and teambuilding roles. In 2001, I received a prestigious award for my positive volunteer work in the community.

I am confident my university courses in software development and applications programming, coupled with my proven work and volunteer experience, will prove particularly useful for the position of computer programmer with Saskatoon Computers Inc. Although I am presently living in Red Deer, I am willing and eager to relocate immediately to Saskatchewan in order to pursue my career goals.

I have included my resume for your consideration and would welcome a chance to meet with you to discuss my background and skills further. I can be reached at your convenience at (403) 427-611 after 3pm and on weekends, or by email at oabbot@uleth.ca. Thank you for your time.

Sincerely,

Olivia Abbot

Enc.

Cover letter Sample – POINT-FORM OPTION / COLD CALL

CATHERINE MILLER

18 Hampton Place, Edmonton, AB T1J 1Z1

Ph: (780) 111-2222

Email: catmiller@telus.net

June 10, 2012

Lindsay Buckingham, CEO
ECO Laboratories
1234 – 22nd Avenue
Edmonton, AB T4L 2N9

Dear Ms. Buckingham,

RE: Employment Inquiry – Bachelor of Science Graduate majoring in Biotechnology

I have recently relocated to Edmonton with the intention of pursuing a position in the field of scientific research. I am impressed by your company's high standards and innovative work, which has made ECO Laboratories one of the most successful biotechnology companies in the world. My goal is to be an integral part of such a progressive and productive research teams, with involvement in the clinical trial process. Thus I would like to be considered for any available scientific/research position at ECO Laboratories, if such a position becomes available in the future.

Highlights of my academic achievements and employment experience include the following:

- **Exceptional Academic Record** – B. Sc. majoring in Biotechnology, with a focus on Molecular Biology. Consistently maintained superior grades with honors in Virology, Immunology, Advanced Bacteriology, and Microbial Genetics.
- **Analytical and Organizational Skills** – practical employment in research and office settings has allowed me to demonstrate my strength in data research, analysis, documentation, and public relations, working both independently and in teams.
- **Strong Project Management Skills** – with experience working as a Project Team Leader, Research Assistant, Teaching Assistant, and as a R.O.T.C. Cadet. I have been involved in the planning, data research, written communication, and public service that resulted in significant accomplishments in leadership, organization and self-discipline.
- **Communication and Public Relations Skills** – in each of my positions, I have dealt cooperatively and professionally with the general public, colleagues, and superiors. My skills at interpersonal relations and cross-cultural communications are considerable.

Throughout my academic background and employment history, I have consistently driven myself to meet challenges and achieve goals. It is within this type of challenging and results-oriented environment that I thrive.

I would appreciate the opportunity to meet with you and further share my qualifications and enthusiasm for joining your company research team. I can be reached at (780) 111-2222 or by email at: catmiller@telus.net at your convenience. Thank you for your time.

Sincerely,

Catherine Miller

Encl.