

Sample Cover Letter

Your street number and street
Apartment number, if applicable
City, Province, Postal Code

Date

Ensure that you spell the names of the person and the company correctly.

Use the person's name, rather than "Dear Sir" or "Dear Madam".

OPENING PARAGRAPH:

- State why you are writing, and specify the position or type of work for which you are applying.
- Mention how you heard of the company or the opening - this is of great interest to the employer.

MIDDLE PARAGRAPHS:

- Relate your skills, interests, knowledge and abilities to the needs of the employer.
- Point out relevant training, education and employment experience.
- Elaborate on relevant courses or field work.
- Highlight extra-curricular and volunteer experience.
- Specify your reasons for wanting this type of work.
- Try to convince the employer of your abilities, suitability and interest.

CLOSING PARAGRAPH:

- Explain why you are interested in working for this employer.
- Use an appropriate closing to pave the way for an interview.

Type your name underneath your signature.

'Enclosure' indicates that your résumé is attached.

32 Garden Avenue
Apt 610
Regina SK S4T 6R6

July 11, 2006

Ms C Jones
Manager, Human Resources
DFG Company
1000 Saskatchewan Drive
Regina, SK S4P 1X1

Dear Ms Jones,

I wish to apply for the chemical engineering position advertised at the University of Regina Placement Centre.

I am confident that my qualifications make me an ideal candidate for your vacancy. As well as being interested in and knowledgeable about the processes involved in manufacturing operations, I have well-developed problem-solving skills, and can work effectively with individuals of varying ages and backgrounds. In my academic program, I excelled in the study of common chemical engineering processes which I am aware your company utilizes – for example, distillation, filtration, grinding and liquid extraction. From your job description, I understand that technical problem-solving is a primary function of the position. My university professors and supervisor at Search Pharmaceuticals have commended me in this regard.

I especially enjoy actively participating in projects such as the one I completed with Apex Oil, where I conducted a cost-benefit study regarding the insulation of distillation storage tanks. In my summer jobs in the hospitality, pharmaceutical and petroleum industries, I have worked with unskilled labourers, technical specialists and managers. These experiences have enhanced my appreciation of the importance of interpersonal skills to successful project completion.

I would like to begin my engineering program with DFG because of its highly acclaimed research initiatives, excellent training programs and internal promotion policy. My theoretical knowledge, combined with my practical work experience and enthusiasm, will serve your company well. I look forward to meeting with you at a mutually convenient time to further discuss my qualifications.

Yours truly

[Your signature]

Janet Smith

Enclosure