

COVER LETTER ANATOMY

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Before You Begin:

- Research the company (mission, vision, values)
- Find out who to address the cover letter to (hiring manager, HR manager)
- Consider which skills & experiences you would like to highlight in the letter

Use the same header as your resume to create a professional application package.

Indicate the purpose of the letter.

Name

Address | Phone Number | Email Address & LinkedIn URL

Month Date, Year

Re: Accounting Assistant Position, Job ID: AC123

Dear Mr. Doe,

If you can't find out the name of the recipient, begin the letter with "Dear Human Resources," or "Dear Hiring Manager" NOT "To whom it may concern."

Introductory Paragraph:

- What position are you applying for and how did you find out about it (job posting site, referral)?
- Why do you want to work for this organization?
- What are key experiences, skills, values and interests you bring to the organization?

I read with excitement from the Humber Career job portal the opening position for the Accounting Assistant position with Beacon Accounting. I strongly believe in a client-centred approach to providing accounting services, such as financial statement preparation, financial projections and forecast. Additionally, Beacon Accounting's commitment to client excellence and investment in staff development resonates deeply with my core values of creating successful workplace systems.

Over the past year, I have developed experience in office administration and accounting assistance through my work as the Financial Director of name of student group. As the Financial Director, I leveraged my education in financial accounting and GAAP to ensure that accounting systems were efficient, especially in reconciling accounts. I utilize Simply Accounting and Quick Books to prepare financial systems for the external auditors, and ensured that name of student group continued to receive funding. Through Beacon Accounting, I look forward to continuing to provide financial continuity through accurate account reconciliation.

In addition, my educational experiences through Humber's Business Accounting program has provided me with a holistic approach to contemporary accounting processes and practices within legal, information and management systems. Through my academics, I have interpreted over 30 financial statements from an array of sectors to apply my knowledge of various approaches and tools used in accounting. At the same time, I deepened my understanding of macroeconomics to better understand larger trends that may impact business and accounting practices and decisions. I believe this is be a strong asset to the role of Accounting Assistant.

My passion for providing exceptional client-support through accounting services and my motivation to simplify processes make me a strong candidate as I support people and their financial goals. Beacon Accounting's emphasis on treating every client interaction as an opportunity to simplify financial processes strongly aligns with the work I have previously done to ensure that clients feel supported at every stage in the process. Thank You for the time and consideration taken to review my application.

Sincerely,

Signature:
Leave three lines of space for your signature before typing your full name.

Your Name

Your Name

Body Paragraph:

- Reflect on your experiences and select 2-3 that you want to expand upon to demonstrate your relevant skills and how it benefits the organization by relating it back to the job requirements
- You can use a skill-based paragraph or an experience-based paragraph.

Demonstrate the relevancy of your experiences, skills, values, and interest by relating it back to the company and their mission, vision, and values.

Final Paragraph:

- Thank the potential employer(s) for their time and consideration
- Re-iterate your key qualifications and reason for applying.

NORTH CAMPUS
Academic & Career Success Centre,
Learning Resource Commons, First Floor
416-675-6622 ext. 5030
www.careers.humber.ca

LAKESHORE CAMPUS
Academic & Career Success Centre
Student Welcome & Resource Centre, First Floor
416-675-6622 ext. 5028
careers@humber.ca

COVER LETTER TIPS

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Do not repeat your resume!
Your cover letter gives you the opportunity to highlight key skills and qualifications from your resume .

Remember to use your own voice! Express interest, and enthusiasm for the field, position, and company.

Keep the format similar to your resume (fonts, size, letterhead, margins, etc.)

The cover letter should fit on one page.

Remember what the employer's needs are and how your qualifications will benefit them.

When submitting your application via e-mail, ensure that you title the documents with your name, position title and job ID.

Visit careers.humber.ca to find program specific cover letter samples under *Career Resources*.

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