

COVER LETTERS

CREATIVE AND PERFORMING ARTS

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Humber College Career Services

NORTH CAMPUS: Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

www.careers.humber.ca | facebook.com/careercentrehumber | twitter.com/humbercareer

ANNIE BAY

59 Hazel Street, Toronto, Ontario M9V 3Y1

(416) 555-5555 | anniebay@email.com

Linkedin.com/in/anniebay

April 31, 2016

Mr. Smithson
Hiring Manager
ABC Organization
1234 Smith Street
Toronto, Ontario M9V 3Y1

Re: Part Time Fundraiser

Dear Mr. Smithson,

It is with considerable interest that I forward my resume to you. My goal is to work as part of a team that develops and implements fundraising strategies from conception to completion, on behalf of a non-profit organization. My interest in your organization stems from the fact that it is well established, innovative and customer-oriented.

I am currently enrolled in the *Arts Administration-Cultural Management Post Graduate Diploma Program* at Humber Institute of Technology and Applied Learning. My extensive experience coupled with my theoretical training has enabled me to enhance my creative and logistics knowledge. As a graduate in Business Administration, majoring in finance, from the University of Western Ontario, I have further developed my critical thinking, reasoning and team-work skills, and I am eager to use this knowledge and practical training for the benefit of your organization.

I have attached my resume for your perusal and invite you to call me for an interview where we can discuss how I might be able to assist you in a fundraising capacity. I look forward to hearing from you. During the day I can be reached at (416) 555-5555 or by email at any time at anniebay@hotmail.com

Sincerely,

Annie Bay
Encl. Resume

CREATIVE WRITING

333 Ever Gold Place
Toronto, Ontario M8F 2N4
(416) 555-5555
creativewriting@email.com

May 22, 2016

Ms. Jaime Stardust
Sales Manager,
Only Fruits Corporation
125 Pine Place
Toronto, ON
L9E 4S4

Dear Ms. Stardust:

Please consider this letter of introduction as an expression of my interest in exploring part time employment opportunities with your organization. I have enclosed my resume for your review.

My education and experience have enabled me to further develop strong and creative writing abilities, excellent verbal communication and presentation skills, management abilities, and self-confidence. As well, I have learned the importance of customer satisfaction and top-quality service. I am an energetic team player, and have the ability to effectively project the image required. My self-motivation has allowed me to work my way into leadership positions. The qualifications that I feel would benefit you the most are as follows:

Development of Food Services Literature
Customer Service Experience
Strong Editing Skills

If my qualifications correspond to your needs, I would appreciate meeting with you to discuss how I might contribute positively to your team. You can contact me at (416) 555-5555 or creativewriting@email.com.

Sincerely

Creative Writing Student

THEATRE PERFORMANCE STUDENT

45 Bloor St. West
Toronto, Ontario
M7H 1G4
416.555.5555
theatrestudent@humber.ca
Linkedin.com/in/theatre

May 1, 2016

Mr. George Tang
Hiring Manager
ABC Stage
55 West Chester Road
Toronto, Ontario M9V 3Y1

Dear Mr. Tang:

I am submitting this letter in response to the advertised position for Customer Service Representative.

As a student of the *Theatre Performance Diploma program* at Humber College, I have further developed my communication and presentation skills. These skills will be of value to your organization as providing assistance in a timely manner to your clients will increase your business and customer satisfaction.

As is evident in my resume, I have gained a broad range of skills and abilities through my various work experiences. While working for the Theatre Performance Division at Humber College, I have been involved in a variety of creative and innovative projects, including high profile event coordination. These projects require meeting strict deadlines, dealing with outside clients, and working independently and in team settings. I have also developed and maintained the ticket-selling database on Microsoft Access and been closely involved in the latest marketing of our events.

I have included my resume for your review and look forward to hearing from you. I can be reached at (416) 555-5555. Thank you for your time and consideration.

Sincerely,

Theatre Performance Student

STUDENT BODY

1001 Craig Street
Richmond Hill, Ontario M9V 3Y1
(416) 888-8888 | student@body.ca
[Linkedin.com/in/studentbody](https://www.linkedin.com/in/studentbody)

Feb 12, 2016

Mr. Roger Smith
Hiring Manager
ABC Group
1234 Small Street
Rexdale, Ontario M9V 3Y1

Dear Mr. Smith

I am forwarding my resume in response to the position of Part Time Events Marketing Coordinator as advertised in the Career Centre at Humber Institute of Technology and Applied Learning.

As a current student in the *Acting for Film & Television Diploma* at Humber, I have developed powerful skills in writing and editing, which I will be able to share as a team member of the Events Marketing Group for ABC. As a result of owning my own business, I also have acquired management and operation skills needed in the field of event planning.

These experiences have enabled me to conceptualize, and put into practice, ideas from conception to completion for the benefit of an organization. Interpersonal, critical thinking and organizational skills are many of the attributes that an individual is required to have in the creative and often fast-paced environment. I am that individual.

If my skills, accomplishments and experience interest you, as the position interests me, I invite you to give me a call so that we may further discuss how I might be a great addition to your marketing team. I can be reached at (416) 888-8888. Thank you very much. I hope to hear from you soon.

Sincerely,

Student Body
Encl. Resume

Music Student

2997 South Shore Road
Leslie, ON M6B B4J
416-555-5555
music@yahoo.com
Linkedin.com/in/music

Apr 30, 2016

Miss Patsy Wartz
Human Resource Manager
Taffy Music Store
999A King Street
Burlington, ON M6G 2M0

Dear Miss Wartz;

It was a very pleasant surprise running into you at the Music Show this morning. My resume is enclosed so that it may be circulated to the appropriate department heads when you contact them.

As we discussed today, I am interested in working for Taffy in the Burlington area. As an experienced customer service representative within the music industry, I received stock, organized displays and dealt with customers in a timely and satisfactory manner. I am confident that my background, training, and experience would be a perfect fit.

As you know, I am seeking a part time job within an organization while I am completing my college courses at Humber. As a music student in my final year, I expect to have one day off per week. During our conversation, you mentioned that there was a part time job available for Fridays and Saturdays.

I have attached my resume for your review. If you would like to speak with me further about the position, please feel free to call me at your convenience. I can be reached at 416-555-5555. I look forward to hearing from you to discuss my qualifications further.

Sincerely,

Music Student

Theatre Production

225 King St. W.
Toronto, ON M5T 1Y4
(416)-555-5555
theatre@gmail.com
Linkedin.com/in/theatre

Sept 2, 2016

Mr. Jamie Williston
Human Resources
Entertainment Theatre
240 Duncan Mill Road, Suite 200
Toronto, ON M3B 3R6

Dear Mr. Williston:

The posting on workopolis.com for an experienced part time **Theatre Production Assistant** caught my attention immediately. My educational background combined with my work experience has prepared me for this position.

As you will note from my resume, I am currently enrolled in the Theatre Production Program at Humber Institute of Technology and Applied Learning. The program has given me a broad practical and theoretical base in lighting and sounding. It has also enhanced the communication skills that I initially developed during my part time position within the Theatre Division here at Humber.

If my background and skills interest you as the position interests me, I invite you to contact me at your convenience so that we may discuss how I can be of value to your creative production team. I can be reached at 416-555-5555. I look forward to hearing from you.

Sincerely,

Theatre Production Student