

WE ARE CAREER SERVICES

COVER LETTER ANATOMY

www.careers.humber.ca



Try contacting the company to find out the appropriate person to address in your application and their contact information



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

Indicate the purpose of the letter.

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"



Body Paragraph:
 -Choose your best skills – they should be relevant to the job you are seeking
 -Show how your skills would benefit the company by relating them to the job requirements
 -You can also use bullet points and bold lettering to make your skills & experiences stand out

Name
 Address
 Phone Number
 Email Address & LinkedIn URL

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



Month Date, Year
 John Doe
 Human Resources Manager
 Beacon Accounting Inc.
 3 Front Street
 City, ON MON 1D3
 Re: Accounting Assistant Position, Job ID: AC123

Introductory Paragraph:

- Who are you and what led you to write to this particular person or company?
- 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?

Dear Mr. Doe,

Please accept this letter and enclosed resume as my application for the Accounting Assistant opportunity with Beacon Accounting Inc which was posted on the Humber Career Services job portal. I am currently in my third semester of the three year Accounting Program at Humber and would like to bring your attention to my experience in accounting principles and customer service.



Include a sentence about the company such as their accomplishments or mission to show you have done your research

I enjoy a challenge and have the ability to deal with fellow employees and the public pleasantly and effectively. In addition to the skills mentioned in my resume, I would like to highlight the following skills related to your position:

- Hands on experience of office administration and accounting assistance
- Extensive knowledge and education of financial accounting and GAAP
- Detail-oriented, efficient and organized with experience in accounting systems
- Adept at accounts reconciliation
- Demonstrated skills of MS Office, Simply Accounting, and QuickBooks

I am confident that my knowledge and abilities will be an asset to your company. I can be contacted at 555-555-3452 to discuss any immediate questions you may have. I look forward to your reply and thank you for the time and consideration taken to review my resume. I will follow up with you in a few weeks regarding the status of my application.

Sincerely,

Your Name

Your Name

Signature:

- Leave three lines of space for your signature before typing your full name



Final Paragraph:

- Clearly ask for the next step in the job search process (the interview) without apology or arrogance
- State when and how the employer can reach you (phone, e-mail)
- Thank the reader for their time and consideration


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


WE ARE CAREER SERVICES 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 to help you stand out from the competition.




Remember to use your own voice! Write in a tone that feels good to you, while keeping it professional and to the point. Express interest, concern, and enthusiasm for the field, position, and company.



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



The cover letter should only fit on one page. Keep it as short as possible without sacrificing any important information.



It's not all about you. Remember what the employer's needs are and how your qualifications will benefit them.




Try to avoid unspecific, frequently used phrases. For example, many people state that they have "good interpersonal skills". Try and pinpoint your strengths.



Avoid providing information such as reasons for leaving previous jobs, lists of references, and salary expectations (unless requested by the employer).



When submitting your application via e-mail, combine your cover letter with your resume as 1 PDF document with the cover letter as page 1.



Keep track of the letters you have sent and follow up with contacts within two weeks by phone or e-mail.



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