**SAMPLE COVER LETTER – PARAGRAPH STYLE**

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**SAMPLE 1: BULLETED LIST STYLE**

**CATHERINE REYNOLDS**

6 Alphabet Street, Toronto, Ontario M6P 3R5

● 416 111 1111 ● cathyr@email.ca

July 10, 2018

Raymond Jones

Manager, Research Department

Weckman’s Ltd.

123 Letter Street

Toronto, Ontario M7W 3T3

Attention: Raymond Jones

It is with great interest that I am applying for the **Administrative Assistant, Research Department** position advertised on the Weckman’s Ltd. website. As an administrative professional dedicated to my field, I am confident I would be an asset to your company.

Relevant to your requirements, I offer:

* 10 years’ administrative experience in various work environments
* Effective researching, writing, and editing skills
* Proficient user of MS Office Suite programs
* Organized multi-tasker who pays attention to accuracy
* Solid time management skills, consistently meeting tight deadlines
* Supportive team player, reliable and flexible
* Bi-lingual in English and French

I thank you for your time and consideration in reviewing my application. I look forward to hearing from you to discuss next steps regarding this opportunity.

Sincerely,

Catherine Reynolds

Attachment: resume

**COVER LETTER SAMPLE WITH DISCLOSURE**

**CATHERINE REYNOLDS**

6 Alphabet Street

Toronto, Ontario M6P 3R5

416 111 1111

cathyr@email.ca

April 15, 2018

Robert James

Manager, Research Department

Wiley Communications Ltd.

123 Slater Street

Toronto, Ontario M7W 3T3

Attention: Robert James

I am very pleased to apply for the **Administrative Assistant, Research Department (job #46423)** position advertised on your company website. As an applicant who identifies with two of the designated groups, I appreciate Wiley’s equity initiatives and diverse workforce. I am confident my wide range of relevant skills and dedication to my field will make me an asset to the Wiley Communications team.

The following is a profile of my skills related to the position:

* 10 years of administrative experience in various work environments
* Effective researching, writing, and editing skills
* Proficient user of MS Office Suite programs
* Organized multi-tasker who pays attention to accuracy
* Solid time management skills, consistently meeting tight deadlines
* Supportive team player, reliable and flexible
* Bi-lingual in English and French

Thank you for your time and consideration in reviewing my application. I would welcome the opportunity to meet with you to discuss my qualifications for this position.

Sincerely,

Catherine Reynolds

Attachment: resume

**COVER LETTER SAMPLE: DISCLOSURE/ATTENTION LINE**

**DANIEL PETERS**

37 Baltray Crescent

Toronto, Ontario M3A 2H3

416-000-0000

danielpeters@email.com

April 15, 2018

Hiring Manager/ Committee

Taylor Communications

taylorcomm@taylor.org

Attention: Hiring Manager/ Committee

With great interest, I am responding to the **Administrative Assistant (job #212689)**positionposted on Workopolis.com. Knowing your company is an equity employer, I am inspired to apply, as I identify with one of the designated groups. I am confident that my combined experience in the administrative and customer service fields will make me an asset to the Taylor Communications team.

The following is a summary of my skills matching your position requirements:

* Over five years’ experience running a successful event planning business
* Solid administrative skills including document preparation, editing, and merging
* Proficient user of Microsoft Office Suite programs
* Excellent time management, consistently meeting tight deadlines
* Professional customer service and communication skills
* Efficient team player who also works well independently
* Conscientious multi-tasker who is highly organized and detail-oriented

Thank you for your time and consideration in reviewing my resume and cover letter. I look forward to hearing from you at your earliest convenience regarding this opportunity.

Sincerely,

Daniel Peters

Attachment: resume

**COVER LETTER SAMPLE: PARAGRAPH STYLE**

**CONTACT PERSON IN AD: “Mr. Alistair Reuben”**

**SUBMISSION METHOD: REGULAR MAIL**

**SAMPLE JOB POSTING:  EDITOR**

**Greenway Publications Ad**

Greenway Publications, a leading Canadian publisher of fiction and non-fiction books for all ages, is seeking an **editor** to work in our very busy editing department. The successful candidate will work with a team of five, led by our Senior Editor.

Required skills are as follows:

Editing and writing experience

Detail-oriented

Able to work effectively in a team and independently

Must be able to multi-task without compromising accuracy

Highly organized

Solid time management skills

Bi-lingualism in English and French an asset

Interested applicants must forward cover letter and resume to:

Nancy James

Senior Editor

Greenway Publications

123 Blue Street, Suite 90

Toronto, Ontario M2P 3W3

Deadline: April 20, 2018

Only those selected to be interviewed will be contacted.

**COVER LETTER SAMPLE: RESPONSE TO ABOVE AD**

**JONATHAN ROGERS**

10 Primrose Lane

Toronto, Ontario M2W 1T7

416-222-2222

jarogers@umail.com

April 5, 2018

Nancy James

Senior Editor

Greenway Publications

123 Blue Street, Suite 90

Toronto, Ontario M2P 3W3

Attention: Nancy James

**RE: Editor Position**

As a professional editor, I am very interested in the above-noted capacity currently advertised on your company website. I am confident that my combined experience in editing and writing will make me a strong candidate for this position.

Relevant to your requirements, my profile is as follows:

* Detail-oriented editor and versatile writer
* Reliable, supportive team player who also works well independently
* Solid skills in multi-tasking, ensuring accuracy
* Well-organized with excellent time management skills, consistently meeting deadlines
* Recipient of various creative writing awards
* Published author of accessible children’s books in multiple formats, a teaching toolkit, and magazine articles
* Appeared on television to promote the accessible material noted above
* Secured a million project dollars over four years through my proposal-writing

I would welcome the opportunity to meet with you to discuss my candidacy and details regarding this dynamic position. Thank you for taking the time to review my application, and I look forward to hearing from you in the near future.

Sincerely,

Jonathan Rogers

Attachment: resume

**SAMPLE JOB POSTING: Teacher**

**Job Advertisement (Service Canada Website)**

**Job Number:**4919188

**Title:**Teacher for children with autism

**Employer:**Stepping Stones Fundy Region Inc.

**Business Profile:**This is a treatment centre for children with autism.

**Terms of Employment:**Permanent, Full-time, Day

**Salary:**To be negotiated

**Anticipated Start Date:**As soon as possible

**Location:**Saint John, New Brunswick (2 vacancies)

**Education:**E.C.E. or equivalent and at least one year of experience working with children who have special needs

**Languages:**Speak English, read English, write English

**Target Groups or Clients:**Children with autism

**Specific Skills:**Assist students in developing life skills

**Security and Safety:**Criminal record check, child abuse registry check

**Work Conditions and Physical Capabilities:**Fast-paced environment, attention to detail, bending, crouching, kneeling

**How to Apply:**

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

**In Person between 9:00 and 17:00:**

61 Millidge Avenue
Saint John, New Brunswick E2K 2M2

**By E-mail:**jamieguthrie@steppingstonesfundy.com

**Web Site:**[https://www.steppingstonesfundy.com](https://www.steppingstonesfundy.com/)

**Advertised until:**2018/04/10

**COVER LETTER SAMPLE: RESPONSE TO ABOVE AD**

**SUSAN JEFFERY**

10 Holiday Way

Mississauga, Ontario L4G 2T5

905-555-5555

susanj@email.ca

March 29, 2018

Jamie Guthrie

Stepping Stones Fundy Region Inc.

61 Millidge Avenue

Saint John, New Brunswick E2K 2M2

jamieguthrie@steppingstonesfundy.com

**Attention: Jamie Guthrie**

I am very pleased to apply for the position of **Teacher for children with autism** **(job # 4919188)** advertised on the Service Canada website. As a seasoned Life Skills Specialist who has worked extensively with children who have autism, I am confident that I would be an asset to the Stepping Stones team.

Relevant to your requirements, my profile is as follows:

* Over 10 years’ experience teaching life skills to adults and children with social barriers
* Created a wide variety of individualized and group activities / programs
* Solid listening and communication skills, verbal and written
* Fully bi-lingual in English and French
* Highly experienced in behaviour / crisis management
* Excellent research and problem-solving skills
* Critical thinker with sound decision-making skills
* Enthusiastic team player, passionate about empowering people

Thank you for your time and consideration in reviewing my application. I have family in Saint John and am planning to relocate to your city to continue my career in the life skills field. I look forward to further discussion with you about this dynamic position and how I can contribute to the continued success of your program.

Sincerely,

Susan Jeffery

Attachment: resume