

Sample Cover Letter Format

Your Name

Address, City, Province Postal Code Phone Number Email Address

Date (month, day, year)

Name of Contact Person, Title, or Position (this information is sometimes provided on the posting)

Name of Company

Company Address

City, Province, Postal Code

Re: Application for _____ (name of job)

Dear Mr./Ms. _____: (If you don't know their name, put To Whom It May Concern or Dear Hiring Manager, but try to get their name if possible)

OPENING PARAGRAPH:

State why you are writing and specify the position or type of work for which you are applying. Mention how you learned of the job opening.

E.g. Please accept my application for the position of _____ (job title) which was advertised in _____ (where you found the job posting) on _____ (date of job posting)

MIDDLE PARAGRAPH:

Explain why you are interested in working for the employer. Try to convince the employer of your ability, suitability and interest. Relate your skills, interests, knowledge and abilities to the needs of the employer. Point out relevant training, education and employment.

E.g. As outlined in my attached resume, I am qualified for this position for a number of reasons:

- **Friendly, positive attitude and enjoys helping people**
- **Team player who also works well under little supervision**
- **Excellent communication skills**

CLOSING PARAGRAPH:

Use an appropriate closing to pave the way for an interview by requesting an appointment, and giving your phone number.

E.g. I look forward to meeting with you in person to further introduce myself, learn more about your company, and discuss the possibility of being a part of your team. I can be reached at 519-432-1112. Thank you for your time and consideration.

Sincerely,

(Type your name here)

Samantha Brown

1242 Front Street, London, ON, N6A 1G3
519-432-1112 firstlastname@hotmail.com

November 4, 2016

Shoppers Drug Mart
292 North Street
London, ON
N6G 1S5

Re: Shoppers Drug Mart Customer Service position

Dear Hiring Manager,

I am writing to you because it has come to my attention that there is a new Shoppers Drug Mart opening in my neighbourhood, and I am very interested in applying for a Customer Service position within your organization. I believe that I have the skills and the attitude that you are looking for, and I would be very successful in this position.

As you can see from my resume, I have excellent customer service skills. I've not only developed a variety of skills as a result of working in a fast-paced, tourist-frequented store, but also through my experience with working in administration and childcare – both of which have taught me such things as responsibility, multi-tasking, and the ability to help recognize, and subsequently meet, customers' needs.

I have experience working with cash, credit, and debit transactions, and I consider myself a friendly and outgoing person. Working under pressure and taking on new challenges is enjoyable and important to me. On top of that, I am a huge fan of your store, and I feel that I would be able to meet your expectations, since through my familiarity with the store's environment and products, I would be able to provide the best customer service – service that would match the high quality of your store.

Thank you for taking the time to look over my application. Please feel free to contact me at your convenience to further discuss my qualifications.

Sincerely,

Samantha Brown

Samantha Brown

Sample Opening Paragraphs for your Cover Letter

1) Re: Advertised dishwasher position

I am particularly well-qualified for your position and would enjoy the opportunity to meet with you to explore how I can enhance your organization.

2)

Please consider me an applicant for the position of _____ that you advertised for in the London Free Press classifieds on Wednesday, March 9, 2016.

3)

The attached resume is submitted in application for the position of _____ that you are currently advertising for. I am confident that I have the skills and experience that would allow me to succeed in this position.

4)

I am pleased to respond to your advertisement for the position of _____ advertised on Indeed.ca on Thursday, January 14, 2016. I am confident that my training and experience strongly qualify me for this position.

5)

In response to the advertised position I saw displayed in your store, please consider my résumé in your search for a _____.

Sample Closing Paragraphs for your Cover Letter

The closing paragraph of your cover letter should be a summary that sounds confident and invites the employer to contact you for an interview. The following is a list of ideas to use in your closing paragraph.

- 1) I would appreciate the opportunity to discuss my qualifications with you in detail at a personal interview at your earliest convenience. I can be contacted at (519) 432-1112.
- 2) If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at the number listed above. Thank you for your consideration.
- 3) Please review the enclosed resume and call me at (519) 432-1112 if you would like to schedule an interview or discuss my interest in this position.
- 4) I would appreciate the opportunity to meet with you to learn more about your company and to discuss with you how my skills, qualifications and experience could benefit you. I will contact you next week to arrange a possible meeting.
- 5) I would be delighted to meet you in person and discuss my qualifications in more depth. I will contact you next week to arrange a time that is convenient for you. Thank you for considering this application.
- 6) I have enclosed my resume for your review. I would welcome the opportunity to meet with you at your earliest convenience to further discuss my qualifications. Please feel free to contact me at (519) 432-1112 to arrange a meeting time.