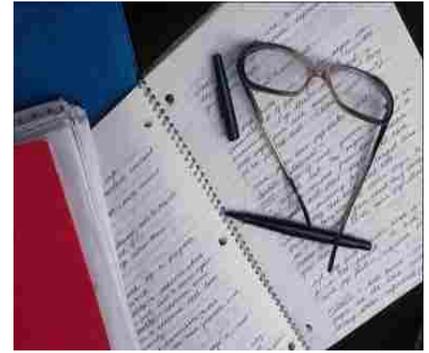


Writing a Cover Letter

Your Cover letter

Now that we have a polished professional resume you need to write an effective cover letter. You should prove in the very first sentence that you have something to offer the employer. Use positive power words like enthusiastic, committed, confident, quick learner etc make it clear you know about the company its products and accomplishments.



The cover letter is not a duplication of your resume it is an opportunity to highlight your accomplishments and match them to the job skill requirements in the ad. You know that you can meet the needs of the employer, you can contribute to their success. You only get one chance to make a first impression make the best of it. Cover letters are critical. Whenever your resume is sent by mail, a cover letter should be included. A good cover letter:

- Addresses someone in authority who can hire. (by name and title)
- Tells how you became attracted to the company.
- Demonstrates you've done some homework on the company and can see THEIR point of view (their current problems, interest, priorities)
- Conveys your enthusiasm and commitment for this line of work
- Balances professionalism with personal warmth and friendliness
- Identifies at least one thing about you that is unique
- Outlines specifically what you are asking and offering
- Points directly to the next step, telling what YOU will do to follow through
- Is as neat, brief and focused as possible, no longer than one page with correct spelling and grammar.

Advantages:

Gives an employer a quick summary of how you meet their needs. Should highlight unique specific contributions you can bring. Makes a positive first impression and attracts and hold the interest of an employer.

The Opening:

Indicates what you are applying for and how you learned of the opening highlights your skills, always write to a person, not a title.

The Body:

Tells the employer why you are right for the job and points out what you can contribute to the company and mentions that your resume is attached for more details.

The Closing:

Suggests a meeting with the employer, takes the initiative by including how and when you will contact the employer to set up an appointment.

Sample1

Randy J. Gold

30 Maywood Crescent

My Town, B.C.

N2J 4M5

(604)123-4567

Ms. Jane Museleman

Human Resources

Canadian Machining Inc.

200 Fake Street

Nanaimo, BC

V9S 2C4

Dear Ms. Museleman:

Re: Machine Operator Trainee Position

Please find enclosed my resume as application for the position of Machine Operator Trainee which was advertised in the April 21, 2010 edition of the K-W Record.

My experience includes:

- 10 years experience efficiently operating cutters, grinders, and a variety of presses
- 3 years Lead Hand experience
- Skills in monitoring production and troubleshooting
- High School Diploma and certificate in WHMIS

I am confident that my experience combined with strong problem solving skills and good mechanical abilities would enable me to successfully fill the position of Machine Operator Trainee. I look forward to meeting with you at your earliest convenience to discuss employment opportunities. Thank you for your time and consideration.

Sincerely,

Randy J. Gold (Enclosure)

Sample2

Susan Smith

100 Hargrove Street

Lewenza, B.C.

V9S 2C5

(604) 123-4567

March 18, 2010

Ms. Jane Kennedy

Human Resources Supervisor

Reuther Limited

1600 Bob White Boulevard

Vancouver, B.C.

V3M 2M3

Dear Ms. Kennedy:

In response to the advertisement in the March 10 to March 16, 2010 edition of the Job Market for the position of Machine Operator Trainee, my resume is enclosed.

I have ten years experience efficiently operating cutters, grinders and a variety of presses. For the past three years, I have been a Lead Hand, monitoring production, troubleshooting and ensuring the effective operation of equipment. I am confident that my experience, combined with strong problem-solving skills and good mechanical abilities would enable me to successfully fill the position of Machine Operator Trainee.

I will call you early next week to discuss this opportunity further. Thank you for your consideration.

Sincerely,

Susan Smith

Enclosure.