



Sample Cover Letter: #1

John Doe
1122 Pacific Park Street.
Vancouver, BC V6R 3R4
Phone #: (604)222-1212
Jdoe@hotmail.ca

Nov. 15, 2007

Mr. Jack Jackson
Manager of Human Resources
ABC Investments Inc.
1111 Terminal Ave.
Richmond, BC V6R 4R4

Dear Mr. Jackson:

I am applying for the position of Senior Account Manager, which was advertised Aug. 10 with the Career Centre. The position seems to fit very well with my education, experience, and career interests.

According to the advertisement, your position requires excellent communication skills, computer literacy, and a degree in business, economics, or finance. I will be graduating from Pacific Western University this month with a B.S. degree in finance. My studies have included courses in computer science, management information systems, speech communications, and business writing. I understand the position also requires a candidate who is team- and detail-oriented, works well under pressure, and is able to deal with people in departments throughout the firm. These are skills I developed both in my course work and in my recent internship at ZY Finance Inc. in Los Angeles, California.

My background and goals seem to match your requirements well. I am confident that I can perform the job effectively, and I am excited about the idea of working for a dynamic, nationally recognized investment management firm.

If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at 604/222-1212. I will be available at your convenience.

Thank you for your consideration.

Sincerely,

John Doe

John Doe

Resume enclosed.



Sample Cover Letter: #2

Jane Smith
9845 Chester Street.
Burnaby, BC V8R 1R4
Phone #: (604)243-12455
Jane.Smith@gumail.org

Nov. 15, 2008

Mrs. Joanne Dirk
Manager of Human Resources
ABC Investments Inc.
1111 Terminal Ave.
Richmond, BC V6R 4R4

Dear Mrs. Dirk:

I would like to express my interest in ABC Company and the available Account Manager position described on your company's web site.

After four years at McGill University, where I majored in Literature, I continued into the world of advertising at The Gazette in Montreal. For the past year I have served a valuable apprenticeship in the advertising industry, working as an assistant account manager on the various high profile client accounts.

During my time as an account manager, the account spending has increased by three million dollars, and I have progressed from having five client contracts to fifteen.

Since my introduction to advertising, it has been my goal to work with a high profile company similar to ABC. I would very much like to discuss the open position. Thank you for your time spent reading this letter and the enclosed resume. I look forward to hearing from you soon.

Sincerely,

Jane Smith

Jane Smith

Resume enclosed



Sample Cover Letter: #3

Frank Franco
3455 Old Oak Street.
Vancouver, BC V6R 4J8
Phone #: (604)345-9399
FrankFranco@shaw.com

Nov. 15, 2008

Mr. Tracey Millington
Director of Human Resources
ABC Investments Inc.
1111 Terminal Ave.
Richmond, BC V6R 4R4

Dear Ms. Tracey Millington

I am a certified PeopleSoft Manager with extensive hands-on experience with a wide range of HR systems and training projects. I have been installing, operating, and troubleshooting HR systems for over a decade.

In addition, I have Associate Degrees in both Human Resources and Information Systems and I'm trained and certified in several important areas including PeopleSoft, Oracle, HTML, DB2, Project Management, and Training & Development.

Accustomed to fast-paced projects where deadlines are a priority and handling multiple jobs is the norm, I enjoy a challenge and take pride in my work. If you're looking for a qualified PeopleSoft or HRIS professional who sees challenges as opportunities to learn, then I believe I am the right person for the position. I have enclosed my resume for your review. A few highlights include:

- Experience in the successful design and deployment of advanced PeopleSoft systems, security backup solutions, and testing.
- Ability to manage large, complex PeopleSoft projects while meeting rigorous performance standards and demanding schedules.
- Exceptional project management, interpersonal and business communication skills with the experience working in fast-paced, high-pressure settings.
- Strong hands-on management experience and critical thinker who can quickly evaluate large-scale systems, draw from a wide range of valuable experiences, and produce significant contributions.

My experience and practical knowledge of the PeopleSoft systems are well suited to the goals of your organization. I would like an opportunity to discuss how my experience and skills can help your organization.

Until then, thank you for your consideration and I look forward to meeting with you. If you would like to schedule an interview or otherwise discuss my interest in this position, please call me at 604/345-9399. I will be available at your convenience

Sincerely,

Frank Franco

Frank Franco
Resume enclosed



Sample Cover Letter: #4

Samantha Smith
5566 Sunshine Street.
Delta, BC V9R 8Y7
Phone #: (604)222-1212
SSmith@hotmail.ca

Nov. 15, 2008

Mr. Jared Short
Manager of IT
ABC Investments Inc.
1111 Terminal Ave.
Richmond, BC V6R 4R4

Dear Mr. Short,

I am completing my Master's degree in Computer Engineering at North Western University. I found that there would be a good fit between my interests and skills and your needs, after researching on your web site. I am interested in a software programmer position upon completion of my degree in May 2008.

After completion of my Bachelor's degree I joined the National Security Service, where I am one of five members on a software programming team. We are currently writing a computer design program that will be implemented throughout the organization. I am currently in charge of designing, coding, and testing of the graphical portion of the program for graphics input and output.

I am having a strong background in computer-aided design, software programming, and technology, and believe that these skills would benefit the designing and manufacturing aspects of ABC Company.

I enclosed my resume with this letter, which further outlines my qualifications. My qualifications make me well suited to the projects within your department.

I would appreciate the opportunity to discuss the possibilities with you. I will contact you in a week to answer any questions you may have for me. Thank you for your time and consideration.

Sincerely,

Samantha Smith.

Samantha Smith

Resume enclosed.



Sample Cover Letter: #5

Tom Finger
6609 7th Street.
Vancouver, BC V7R 2H4
Phone #: (604)233-8976
Tom.Finger@domain.com

February. 15, 2008

Mr. Henry Rummel
Manager of Accounting
ABC Investments Inc.
1111 Terminal Ave.
Richmond, BC V6R 4R4

Dear Mr. Rummel,

I was referred to you by Ms. Trina Jackson, a Sr. Accountant with your Toronto office, who informed me that the Calgary office of ABC Investments is actively seeking to hire quality individuals for your Accounting department.

I have more than four years of accounting experience, including interning as an Auditor last year with the Vancouver office of GMPK. I will be receiving my MBC this May from Royal Roads University. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to ABC Investments. Having worked with leading firms in the public and private accounting field, I understand the level of professionalism and communication required for long-term success. My background and professional approach to business will provide your office with a highly productive Certified General Accountant upon.

I will be in Calgary the week of March 1st. Please call me at 217-233-8976 to arrange a convenient time when we may meet to further discuss my background in relation to your needs. If I have not heard from you by February 27th, I will contact your office to inquire as to a potential meeting date and time. I look forward to meeting you then.

Sincerely,

Tom Finger

Tom Finger

Resume enclosed.