**Basic and Advanced Email/Cover Letters**

Before applying for a job, read the job posting

* **Make sure you qualify** for the job
  + Requirements = must have
  + Assets = good to have
* **Highlight requirements** that match your qualifications
* **Write a list of your qualifications and skills** that match the posting

In your email/cover letter you will need to include the following:

* **Introduction:**
* Dear **Name of employer** (if available)
* Dear **Manager** (if no name available)
* State the **Job Title** you are applying for
* **Body:**
* Tell the employer about **your experience, education and abilities** that match the posting (3-5 points)
* **Closing**
* **Thank** the employer for reading your email
* Give **your contact information**
* Sign email with **your first and last name**

To write a **more advanced** email/cover letter:

* Research the company website for:
  + Values
  + Achievements
  + What makes them a good employer

**Write 1-2 sentences** about **what impresses you** and **why you want to work** for their company.

Dear Manager,

Please accept my resume for the position of Housekeeping Room Attendant as posted on the job bank website.

Here are some of my skills and qualifications:

* Three years of experience as a Cleaner
* Available every day of the week
* Physically-fit with good stamina

Thank you for accepting my resume. I can be reached at (204) 123-4567 or by email at me@email.com.

Sincerely,

Abdul Bakari

**Sample of email cover letter**

To: (enter Employer’s email last)

Subject: (Job Title)

MC900199357[1]

Attach resume

Dear Manager, (or contact name)

Please accept my resume for the position of (job title).

Here are some of my skills and qualifications:

* (point 1)
* (point 2)
* (point 3)

Thank you for accepting my resume. I can be reached at (your phone number) or by e-mail at (your e-mail address).

Sincerely,

(Your first and last name)

Examples of Skills and Qualifications

* \_\_\_ years of experience as a \_\_\_\_\_\_\_\_
* (Good/Excellent) computer skills: MS Office, Google Docs, Internet and Email
* Class 5 Manitoba Driver’s Licence with a reliable vehicle
* Holds Criminal Record Check and Child Abuse Registry Check
* Trained in \_\_\_\_\_\_(First Aid and CPR / Food Handling / WHMIS / SAFE Work Practices)
* Has own steel-toed boots
* Has a \_\_\_\_\_(Forklift Operator, Food Handler) Certificate
* Available 7 days a weeks
* Physically-fit with good stamina (able to lift \_\_ lbs)
* Able to deal with difficult people
* Able to work as a team member or independently
* Bondable
* Efficient, detail-oriented and dependable
* Certified in \_\_\_\_ (Emergency First Aid and CPR / NVCI / WHMIS / Food Handling)
* Certified as \_\_\_\_ (a Health Care Aide, an Early Childhood Educator’s Assistant)
* Fluent in \_\_\_\_\_\_\_\_ with good communication skills in \_\_\_\_\_\_\_

Dear Manager,

As the leading dollar store operator in Canada, Dollarama has always provided its customers with value and good customer service. I share your desire to give customers good value for their money and a good customer service experience. My name is Abdul Bakari and I would like you to please accept my resume for the Cashier position advertised on jobbank.gc.ca

|  |  |
| --- | --- |
| **Your Requirements** | **My Qualifications** |
| * Experience in customer service | * Five years of experience as a cashier |
| * Able to use cash register | * Able to use cash register |
| * Ability to stand for long periods of time. * Ability to lift 30 lbs. | * Physically-fit with good stamina (able to lift 30lbs) |

Thank you for accepting my resume. I can be reached at (204)123-4567 or by email myemail@email.com.

Sincerely,

**Abdul Bakari**

**Advertisement # 29317 Abdul Bakari**

Civil Service Commission 54321 Main Street

Human Resource Services Winnipeg, Manitoba

300-305 Broadway Phone: (204) 123-4567

Winnipeg, MB, R3C 3J7 Email: myemail@email.com

Phone: 204-945-8615

Fax: 204-948-2193

Email: govjobs@gov.mb.ca

October 23, 2014

**RE: Application for LA2 Laboratory Assistant (Advertisement # 29317)**

Dear Human Resources Manager,

My name Abdul Bakari and I am applying for the position of LA2 Laboratory Assistant (Advertisement # 29317). After reading the job posting I am confident that my experience and skills will enable me to make an immediate contribution to your organization.

|  |  |
| --- | --- |
| **Your Requirements** | **My Qualifications** |
| * Experience in washing, sterilizing, packaging, distributing and disposing of glassware safely. * Knowledge of general laboratory operations and handling requirements for biomedical waste. * Knowledge of general laboratory safety practices. | * Five years of experience as Medical Laboratory Assistant * Medical Laboratory Assistant Diploma |
| * Knowledge and understanding of privacy legislation, e.g., The Personal Health Information Act (PHIA). | * Familiar with PHIA through volunteer work at St. Boniface Hospital |
| * Ability to stand for long periods of time. * Ability to lift 30 lbs. | * Physically-fit with good stamina (able to lift 30lbs) |
| * Ability to receive and follow verbal and written instructions. | * High-intermediate English skills; fluent in Spanish |
| * Ability to work independently. * Ability to work as part of a team * Detail oriented with good organizational skills | * Team player with the ability to work independently * Four years in self-run business |

Should you require additional information, I can be reached at (204) 123-4567or by email myemail@email.com. Thank you for taking the time to review my application. I look forward discussing this opportunity with you at your earliest convenience.

Sincerely,

**Abdul Bakari**

January 1, 2014

Seven Oaks School Division

Human Resources Department

Winnipeg, Manitoba

**Re: Accounting Clerk**

Dear Human Resources Manager,

Seven Oaks School Division’s devotion to its students and community is clearly seen thorough the various programs including Arts in the Park, Continuing Education and Immigrant Settlement Services. My respect for your organization as well as my education, experience and career interests make me an excellent candidate for the Accounting Clerk position posted on your website. Please accept my application under the employment equity status of visible minority.

Here is a list of my qualifications and experience in relation to the Accounting Clerk position requirements:

* Completed Level II Certified General Accounting in the CGA program
* Eight years of experience with all aspects of accounting, including:
  + Tax preparation including GST and PST remittance
  + Budgeting,
  + General ledger
  + Bank reconciliations
  + Accounts receivable/accounts payable
* Diploma in Business Administration from Red River College
* High level of computer knowledge including:
  + Microsoft Office
  + QuickBooks Pro
  + ACCPAC
  + SAP

My communication, and interpersonal skills are strong and I work well independently and in a team environment with high level of professionalism and confidentiality in dealing with sensitive information. I am very organized, pay attention to details, and manage time effectively in order to meet strict deadlines.

Please contact me at your earliest convenience using my contact information above so that we can discuss this position’s responsibilities and my qualifications in more detail.

Yours sincerely,

Abdul Bakari

Winter's Plumbing & Heating (1995) Ltd

2141 Henderson Hwy

Winnipeg, MB R2G 1P8

November 27, 2013

Re: Application for 1st Period Apprentice Position

Dear Owner/Manager,

My name is Abdul Bakar. I have been researching your company and noticed that you have an A+ rating with the Better Business Bureau. You have had no complaints filed against you in the last three years. I share your strong work ethic and a commitment to do things right.

I am seeking a 1st Period Apprenticeship position with your company. I have taken some pre-employment plumbing courses at Red River College and my goal is to become a Journeyman Plumber.

Please contact me at (204) 123-4567 or myemail@email.com so that we can discuss a position with your company further.

Best regards,

Abdul Bakari

Human Resources

Winnipeg Regional Health Authority

650 Main Street

Winnipeg, MB R3B 1E2

May 2, 2014

RE: Health Care Aide Posting#228794

Dear WRHA Human Resources Manager,

While working at 24/7 Quality Home and Health Care Services, I have had the opportunity to work with your staff at the HSC. My experience with your staff taught me why the WRHA has the reputation of being one of the best employers in Manitoba. I would love the opportunity to bring my skills and experience to work for your organization directly.

My skills and qualifications include:

• Twelve years of experience as a Health Care Aide

• Health Care Aide Certificate

• WHMIS, First Aid and CPR Certificates

• Class 5F Driver's Licence with access to reliable vehicle

• Excellent English skills, also fluent in Amharic and Tigrinya

Please consider my application with great care and contact me at your earlier convenience to discuss the responsibilities of this position further or to set up an interview time. You may reach me at (204) 123-4567 or myemail@email.com

Thank you and best regards,

Abdul Bakari

August 1st, 2014

Manitoba Telecom Systems (MTS)

Human Resources Department

Winnipeg, Manitoba

RE: Application for Web Designer Position

Dear Human Resources Manager:

MTS’s mission includes providing a work environment that promotes creativity and allows people to think and act beyond the ordinary speaks to me about the quality and innovation that you desire in your personnel. I believe my abilities, experience and education will make me a great addition to MTS and for that reason I ask that you accept my application for the Web Designer position posted on your website.

I am passionate about creating and designing websites. I have completed post-secondary education in Web Design as well as Marketing Courses at a Master’s level. I trust that my excellent work ethic, creativity, multi-tasking skills and ability to manage priorities can be a great asset to your team.

In regards to the qualifications required for this position, I have knowledge of design software including Adobe Photoshop, Adobe Illustrator, Dreamweaver and FTP Clients. I also have knowledge in applying web-based technologies to web design using HTML and CSS.

For your review, I have enclosed my resume. I look forward to discussing my experience and skills in greater detail in person. Please contact me by phone at (204) 123-4567 or by email at myemail@email.com

Sincerely,

Abdul Bakari

**Sample Follow-up Email**

To: (enter Employer’s email last)

Subject: Follow-up to (Job Title) Application

MC900199357[1]

Attach resume

Dear Manager, (or contact name)

The (Job Title) position at (Company Name) is of great interest to me. I recently (emailed/dropped off/mailed) my resume to you on (date sent) and wanted to make sure you reviewed it.

I believe I am qualified for this position and would like the opportunity to meet with you to explore how I may be of value to your Company. An additional copy of my resume is attached. I can be reached at (your phone number) or by e-mail at (your e-mail address).

I look forward to hearing back from you.

Sincerely,

(Your first and last name)