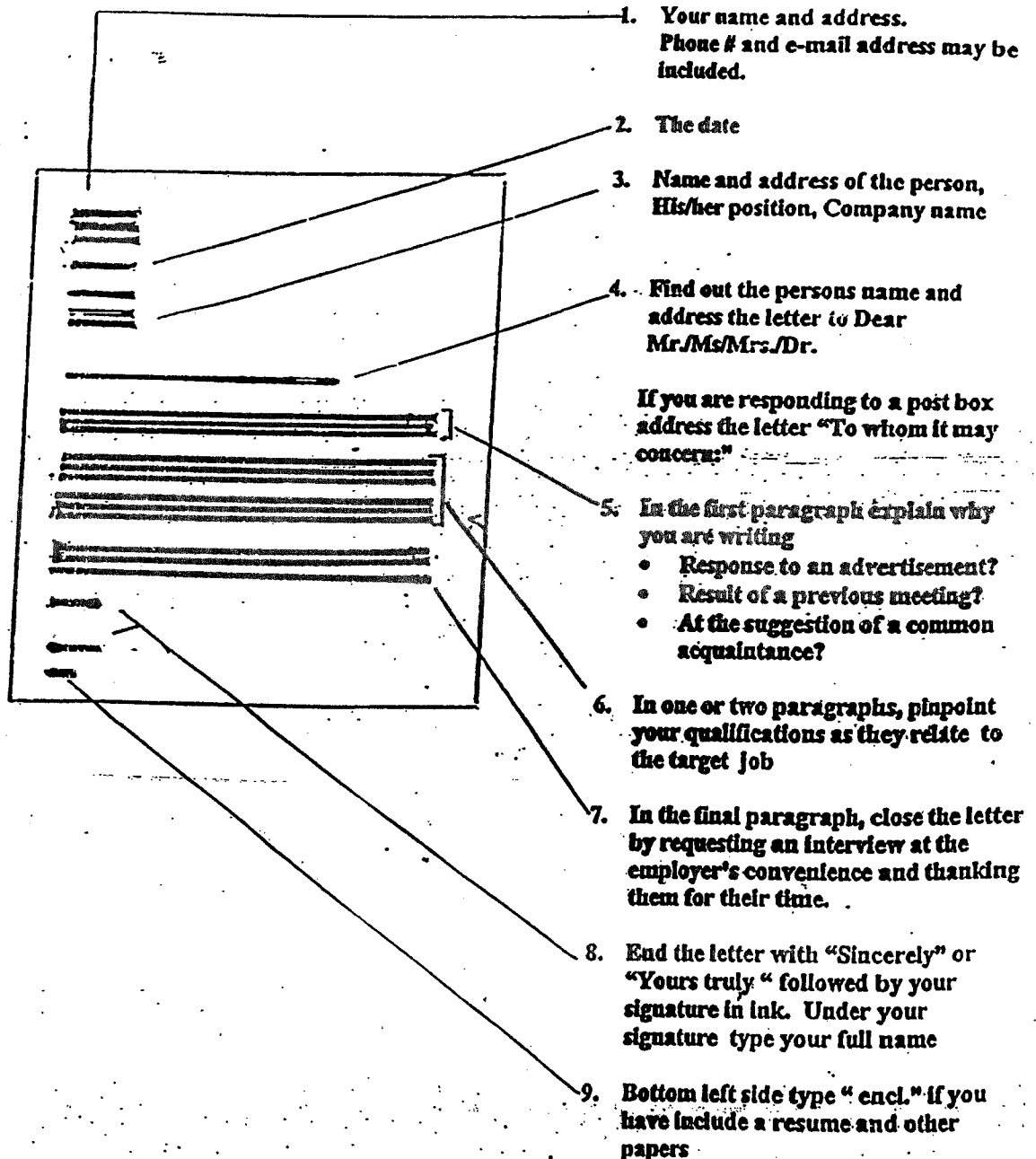


Cover Letter Outline

The following outline indicates the sections that you should include in a cover letter. Your cover letter should not be longer than 1 page and should be balanced (centered) on the page. The content of each section is listed on the right hand side of the page. A finished example is on the back. For additional information or assistance please see Mrs. David in the Career Resource Centre room 213.



Sample Cover Letter

May 3, 2001

XXXX Your Street
Port Coquitlam, BC
V3C 6K8

Phone #
e-mail address

Company
Company address
Postal code

Attention Ms. XXXX director of Human Resources

Dear Ms. XXXX

Please accept the enclosed resume as my application for the position of Caretaker as advertised in the Vancouver Sun on May 1, 2001.

I have 3 years experience on a maintenance crew for XYZ Company and a basic knowledge of WHMIS. This experience has helped me develop cooperative approaches that make me an excellent team worker. Additional part time experience with a small local building company has given me construction and mechanical knowledge that would be a real asset for a custodial team position.

With my background in various areas of maintenance, I know that I could make a strong contribution to the staff in your company. I would like to meet with you to discuss my experience and qualifications in greater detail. Please contact me anytime at the above number or e mail address.

Thank you for your time and interest.

Sincerely

Great Applicant

Encl: 2