

Kristina Preston¶
North Delta Secondary School¶
11447 82 Avenue¶
Delta, BC····V4C 5J6
604-596-7471
kpreston@deltasd.bc.ca¶

Originator's, return or sender's address

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Today's date¶

Date

¶ = a line space/where
you press return
···· = four spaces, where
you press the space bar
four times

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Jane Donahue, Supervisor¶
Montclair Associates¶
180 Main Avenue¶
Toronto, Ontario····M6G 2G6¶

Inside or receiver's address

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Dear Ms. Donahue¶

Greeting

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Cover letters serve as a professional introduction that should convey confidence without coming across as cocky. For more information about how to write cover letters watch this video <http://www.youtube.com/watch?v=uSLGa2bRU-g>. This letter is an example of a personal business letter keyed in block format using open punctuation which is also known as zero point punctuation. Block formatting means that all lines begin at the left margin. Zero point punctuation means that there is no comma after the salutation or closing. The margins are set at one inch and use 11 or 12 point serif typeface. A double space is left between all letter parts except before the inside address and the writer's name, where a quadruple space (4 returns) will be found.¶

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A well-written cover letter should contain an opening paragraph, one or more body paragraphs and a closing paragraph. In the opening paragraph explain why you are writing, how you learned about the position, when you can start, and why you are interested in working there. For example, *I am applying for a volunteer _____ work experience position that I was informed about by my Work Experience supervisor Ms. _____. I am available to start working _____ and can work _____. I am interested in working at _____ because _____.*

In your second paragraph you will state how three of your skills or aptitudes align with the organization's needs; this is your topic sentence. You want to convince the reader that the company will benefit from hiring you by explaining how you will help them in your supporting sentences. Make clear connections between your skills or aptitudes and how you can help their organization essentially sell them on why they should hire you and make it so clear that they don't need to think about how to use you within their organization you have told them.

Finally, the closing paragraph restates why your skills match their needs and how you can help the organization, refers to your attached resume, informs your reader when they can contact you, your phone number and email address, requests an interview, and thanks the reader for their time and consideration. ¶

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Letters or emails should make a favorable impression on those who receive them. If you are sending your cover letter as an email with your resume attached then omit all information above the greeting. Remember that the most effective way to make a good impression with a business letter is to personalize the letter and carefully proofread it to be error free. ¶

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Yours truly¶

Closing

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Sender's signature block

Kristina Preston¶
kpreston@deltasd.bc.ca
604-596-7471

Sender's name

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