**How to Write a Cover Letter for a Job Application**

*All job applications should begin with a cover letter, followed by a Resume. The following is a template. It is not to be copied verbatim but to be used as a guide for you to adapt to your own goals, skills and experience. It should be brief (one to one and a half pages), and to the point.*

Full name

Street Address

City, Province

Postal Code

Date (Month, Day, Year)

Company Name (in full)

Street Address or Post Office Box

City, Province

Postal Code

Dear (Name of person to whom you are writing by title and last name (e.g., Ms. Doe, Mr. Doe),

* *It is important that you write all of these things correctly. It is best to use your full name as opposed to any shortened version (e.g., Robert, not Bobby, Elizabeth, not Liz).*
* *The addressee should be referred to by the title they indicate and by their last name only (Mr., Ms., Dr., etc.). So for example say “Dear Mr. Smith” and not “Dear John Smith”) The exception is if you do not know their gender. If not, write “Dear J. Smith.” Woman should always be referred to as “Ms.” unless they indicate Mrs. or Miss. In these cases, use their preferred titles and do not “correct them” with Ms.*

I recently met with (name), a recruitment officer from your Calgary office, during a Career Fair at Mount Royal University. As a graduating student with a major in Sociology, I am interested in your market analysis operations in Calgary. I would like to apply for the position of Field Interviewer for (Company name) recently advertised on (name of website).

* *In this first paragraph, you are simply saying that you are near graduation and what you are interested in applying for. Keep it simple.*

During my studies at Mount Royal University, I have developed strong interview skills and writing expertise that provide a solid foundation for this position. I have taken numerous courses (*list the names of the courses*) which have enabled me to acquire the necessary educational and practical skills to succeed in this position. Moreover, I have also been a regular contributor during Mount Royal University’s Research and Scholarship Days, as well as a presenter at Grant McEwan University’s student conference which has provided me with numerous and diverse research and presentation experience. This/these presentation(s) was/were entitled (name) and (*give specifics, or a for instance*). I am now further developing my skills through participation in (name of project) which involves (*say what you are doing specifically*).

* *In this second paragraph, you are saying why you are qualified for the job to which you are applying. You do not need to follow it precisely. Simply list the main skills that are compatible with the position.*

Furthermore, I have numerous technical skills which include Microsoft Office Suite (Word, Excel, Access, and PowerPoint) and advanced statistical analysis on the SPSS platform. I have attached my resume for your review as well as a list of references.

* *In the three paragraphs above, you are listing your skills. Do not clutter them with trivial or clichéd skills (e.g., “people skills” or “a positive attitude”). Simply list skills you believe will be compatible with the job.*
* *For the last point, you can list other soft skills, but mention them in the context of specific work (presented, solved this problem with dataset or interviews, worked on a team, addressed a problem in community or university and contributed to the final report (all projects are on your resume).*

I am confident that my experience at Mount Royal University has provided me with the necessary skills for (name the position). I have served on several committees as a student, I have extensive experience preparing agendas, and I have the necessary skills to ensure the timely administration of committee agendas during meetings. I have also prepared reports and presented them to committees as well as wider audiences. Furthermore, I have held a full time job as (name it as well as who you worked for) while attending Mount Royal and have been able to balance work, school, and other commitments successfully.

I am excited by the prospect of contributing to a wide variety of data on Canadian businesses and households *(or enter a description of whatever the work will actually be)*, and look forward to the opportunity of meeting with you. Thank you for your consideration.

Sincerely

*YOUR SIGNATURE HERE*

Your full name

List of attachments

1. Resume

2.

3.