

# Student Cover Letter Samples



# Cover Letter

## Definition

A letter of introduction accompanying a resume.

## Advantages of a Cover Letter

- Gives the employer a quick summary of how your qualifications match their needs
- Highlights unique, specific contributions you would bring to their company.
- Makes a positive first impression.
- Attracts and holds interest, inspiring employers to find out more about you from your resume and in an interview.

## What Does Your Reader Need to Know?

### Opening Paragraph

- The position you are applying for (and the competition number if given).
- Where you saw the advertisement (give name and date of publication).
- If someone who knows the Employer referred you, give the name of that person.
- Your interest in the position.

### Body Paragraph(s)

- Why you are suited for the job.
- How you match the specific job requirements listed in the advertisement; related experience, training, qualifications, skills, background and attributes.

### Closing Paragraph

- State your interest in meeting with the employer for an interview and arrange for further contact.
- Make it easy for the person to contact you. List one or two telephone numbers and the time you can be reached at home. This will leave you free time for active job search. Even though it's on the resume state it again.



## SUGGESTIONS FOR THE BEGINNING OF A COVER LETTER

### FOR AN ADVERTISED POSITION

1. I am confident my skills and experience make me an excellent candidate for the vacant (name of position) position within (name of company).
2. Please accept this letter and my attached resume as an application for the (name of position) within (name of company).
3. Your advertisement regarding a (name of position) in the (name of newspaper or source) caught my eye. I am confident that I would make a perfect addition to your team with (name of company).
4. Your advertisement in the (name of newspaper) dated on (date) caught my attention because it specified that you were seeking someone with (??????????) experience (or expertise) in \_\_\_\_\_.
5. I read with great interest your advertisement in the (name of source) for a (job title). I am especially interested in this position because \_\_\_\_\_.

## SUGGESTIONS FOR THE BEGINNING OF A COVER LETTER

### FOR AN UNADVERTISED POSITION

1. Enclosed please find my resume for your review and consideration for either a current or future position within (name of company). I have many skills and qualifications to offer.
2. Please include my name in your prospective database. I have enclosed a resume for your review and consideration.
3. I am writing this letter to introduce myself and explore any opening you might have for a (name of position).
4. Are you looking for a highly motivated, self-starter kind of individual? If so, then look no further. I know I would make an excellent contribution to your team.
5. Seizing this opportunity, I am writing to you regarding career opportunities that may exist within (name of company). I am confident my experience and qualifications will be of interest to you.



HIGH SCHOOL STUDENT

# Peter Pan

Steeleville, ON K0J 0J0  
(613) 111-2345 Cell (613) 222-1234  
[Peterwelder@email.ca](mailto:Peterwelder@email.ca)



Date

Steel Melters  
599 Iron Road  
Farmville, ON K9J 7B1

Dear Human Resources Department:

**Re: Competition #W1234 –Assistant Welder Summer Position**

It is with great enthusiasm that I submit my resume and cover letter for the Assistant Welder Position as advertised on the Job Bank.

Currently I am a grade 11 Student at Farmville High School and will graduate next year with an Ontario Secondary School Diploma with a Manufacturing Specialist High Skills Major. I have completed several Welding tickets such as MIG, TIG, Flux Core, Arc, Stick and High Pressure. In addition, I have the proven ability to accurately read and interpret blueprints. Recently I completed a Co-op placement with an Automobile Manufacturer where I worked in the Maintenance Department assisting with mould repairs and general maintenance on several presses. I received a glowing review from my supervisor and learned many new valuable skills for my future career as a Certified Welder.

You will find that I am a very dedicated, reliable and hardworking employee with excellent team building and problem-solving skills. I am always eager to learn new tasks and take on new responsibilities. The opportunity to meet with you in an interview and discuss my skills and experience would be appreciated. Thank you for your time and consideration. I can be contacted at (613) 111-2345 or on my cell phone at (613) 222-1234.

Sincerely,

Peter Pan

Encl.



# Student Seeker

Somewhere, ON K0K 9K9

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Home 613-555-5555

[s.seeker@email.com](mailto:s.seeker@email.com)

Cell 613-555-5454

Date

Tim Horton's, Grand Road  
501 Grand Road  
Somewhere, ON K0K9K9

Dear Hiring Manager

***RE: Any Current or Future Cashier Positions***

Please accept this as my application for any current or future cashier positions available within your company. My resume is attached for your consideration.

You will find upon reviewing my resume that I have the following:

- Experience as a Bingo card seller
- Collected money and provided accurate change
- Demonstrated ability to handle several tasks at one time
- Strong customer service skills; diplomatic and patient
- Flexible and willing to learn new skills and tasks
- Professional in appearance and strong work ethic
- Advanced knowledge of computer software
- Available evenings, weekends and during summer break

Thank you in advance for taking the time to acknowledge my attached resume and I look forward to meeting with you to further discuss my interest in this position. I can be contacted at 613-555-5555 or at 613-555-5454 to arrange for an interview.

Sincerely,

Student Seeker

Encl.



COLLEGE/UNIVERSITY STUDENT

## Teddy Bear

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Belleville, ON K0K 0K0

613-555-9999

[t.bear@hootmail.com](mailto:t.bear@hootmail.com)

Date

City of Funville, Inc.  
6830 Hwy. 99 East  
Funville, Ontario K8J 8H6

### **Attention: Summer Camp Coordinator**

Dear Sir / Madam:

### **RE: Summer Camp Leader Position Competition # 200-5514F**

I am submitting my resume for the position of Summer Camp Leader, Competition # 200-5514F as advertised on the City of Funville website. My resume is attached for your review.

Since the age of 12 I have been caring for children, volunteering in my community with sports clubs and assisted with the Christmas sharing program by wrapping presents and labelling the gifts. This has led me to choose a career as a Child and Youth Worker, which I am currently pursuing at Loyalist College and am scheduled to graduate in April 2015. I have excellent interpersonal skills as well as time management.

I believe my passion for helping children reach their full potential together with my drive for personal and professional growth make me an excellent candidate for the Summer Camp Leader position. I am confident that I would bring a positive and energetic contribution to this position.

I look forward to meeting with you to discuss my interest in becoming your Summer Camp Leader. I can be contacted at 613-555-9999 or by email at [t.bear@hootmail.com](mailto:t.bear@hootmail.com) to arrange for an interview.

Thank you,

Teddy Bear  
Encl.



## APPRENTICESHIP

# *Summer B. Warm*

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Cityville, ON K0K 9X9

[summerb@internet.com](mailto:summerb@internet.com)

Phone#: 613-999-1234 Cell#: 613-999-4321



Date

Some Hairstylist Salon  
10 Hair Crescent  
Cityville, ON K0K 1M1

Dear Ms. Cutter:

### **RE: Hairstylist Apprentice Position # 014**

I became aware of the **Hairstylist Apprentice** position through Meta Employment Services, so I am submitting my resume for your consideration.

My ongoing interest in new opportunities for professional growth combined with over 5 years of Hairstylist Assistant experience make me an excellent candidate for this opportunity. During my time as an Assistant I have washed/conditioned hair, mixed dyes, set solutions and maintained the Salon.

I am registered with the Ministry of Training Colleges and Universities (MTCU) for my Apprenticeship and have accumulated over 2000 hours in my previous position. I have a current First Aid/CPR Certification and valid G licence and reliable transportation as indicated in the job description.

I am confident that with my strong interpersonal skills and industry related knowledge I would make a great fit within your Salon.

I look forward to the opportunity to meet with you to further discuss my qualifications and enthusiasm for the Hairstylist Apprentice position. I am available at your convenience for an interview and can be contacted at 613-999-1234.

Thank you for your consideration.

Sincerely,

Summer B. Warm  
Encl.

