

# Sample Cover Letter

John Johnson  
742 Evergreen Terrace  
Toronto, Ontario  
M5M 6Y7

A proper business letter format is used.

The cover letter is an introduction to the resume. Your goal in writing the letter is to receive an interview.

Tuesday, November 12<sup>th</sup>, 2013

Janet Jones  
Human Resources Director  
Ernst & Young Accounting  
200 Adelaide Street West, Suite 1520  
Toronto, Ontario  
M5H 1W7

The letter is addressed to the person who is doing the hiring.

Do ***NOT*** address a female employer as "Mrs."

Re: Opening for Student Office Clerk

Dear Ms. Jones,

Evidence that you have researched the company can impress the employer.

Introduction includes how you learned about the opening.

I am a motivated high school student who is eager to learn more about the world of business. I recently learned a great deal about accounting during a D.E.C.A. competition so I am writing to apply for the position of Student Office Clerk, which was advertised on the Government of Canada Student Job Board on November 11<sup>th</sup>.

This position interests me because I enjoy working with people and would like to gain experience working in the field of customer service. Ernst & Young is an attractive employer to me because of its reputation as an internationally renowned accounting firm.

In the past, I have worked as a volunteer counselor with the Downtown Y.M.C.A.'s summer program, working with children aged seven to ten. I found this work to be both challenging and rewarding, and would like to continue this challenge with your accounting firm. Recently, I have worked in a customer service position, serving as receptionist at the law firm of Donnell, Dole, Frutt and Young.

A few highlights from the resume are listed.

Thank the employer for their time.

Please feel free to contact me at any time should you have any questions. If I do not hear from you by November 18<sup>th</sup>, I shall call your office. Thank you for your time.

A date to contact the employer is given.

Contact information is included.

Sincerely,

John Johnson  
Telephone: (416) 485-5678  
Email: john\_johnson@gmail.com

The letter is adapted for each job application. Do not use a "fill-in-the-blanks" format.