

COVER LETTER OPENING & CLOSING STATEMENTS

Here are some suggestions to help you write a powerful opening and closing statement for your cover letter.

Cover Letter must be centered on the page.

Paper must be free of grammar and spelling errors.

Paper must be neat

Must sign in Blue or Black Pen only

Don't Forget: you should have minimum of 4 paragraphs

- Powerful Opening Statement – see samples below
- List your skills, values and traits
- List your experiences and accomplishments
- Positive Closing Statement – see samples below

Sincerely, or Yours Truly,

Enclosure (tells you are adding something to the letter)

Opening Statements

I am currently seeking a position as _____ within _____ (company).

The enclosed resume details specifics of my experiences and accomplishments.

I was delighted to see your advertisement for a _____ in the Sunday's edition of the Province dated November 13, 2012. It seems my qualifications and interests are a close match for your requirements.

The position of _____, as advertised in this past's Sunday's edition of the Surrey Now, sounds like an exciting opportunity. Please consider the enclosed resume an indication of my strong interest in this position. It appears that my qualifications are an excellent match for your requirements.

Closing Statements

I hope that you will view my candidacy favourable, and that I will have the opportunity to further explore your requirements in a face to face interview. Thank you for your time and consideration, and I look forward to hearing from you soon.

Based upon my job experience and education qualifications, I am confident that I can bring success to your company. I would appreciate the opportunity to further discuss my credentials with you during a face to face interview. I hope to hear from you shortly.

Please review my accomplishments as highlighted on the enclosed resume. Should you agree that I am well qualified for this position, I look forward to the opportunity of meeting with you personally to further explore my credentials and your specific requirements. Thank you for your consideration.

Cover Letter Typing Template

FIRST LAST NAME

6151 180th Street
Surrey, BC V3S 4 L5

604-555-5555
604-555-5554

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(1 space)

September 8, 2012

(1 space)

Anissa Kermode (First and Last Name)

Manager (Title)

Skies the Limit Inc.(Company's Full Name)

2578 Sandalwood Place (Address)

Langley, BC V3V 6Y5 (City, BC Postal Code)

(1 space)

Dear Ms. Anissa Kermode, (Proper greeting – ‘,’ if you know the person)

or

Dear Ms. Anissa Kermode: (Proper greeting – ‘:’ if you do not know)

(1 Space)

Write the body of the letter – DO NOT TAB!!!!!! The body of the letter.

1. You need a powerful opening statement.

(1 Space after for next paragraph)

2. Next paragraph talk about your skills, values and traits.

(1 Space after for next paragraph)

3. Next paragraph list your work experiences and or your accomplishments.

(1 Space after for next paragraph)

4. Last paragraph wrap up with a positive closure.

(1 Space after for next paragraph)

Sincerely,

(4-6 Spaces – after you print the page, don't forget to sign in this area)

First and Last Name

(1Space)

Enclosure (Means you are including your resume)