

COVER LETTER GUIDELINES

YOUR NAME / ADDRESS - Use the same format from your resume, but leave it Left Justified.

DATE - Use the date that you will be handing this cover letter and resume to the employer.

THEIR NAME / ADDRESS - Spell EVERYTHING properly. (Check 3 times!) Left Justified.

PARAGRAPH #1 – “Dear Ms. or Dear Mr.” Then follow the structure: “I am very interested in doing my Cooperative Education placement...” and “I am confident you will find...”

PARAGRAPH #2 - Use the structure from example, school information + your interest in field.

PARAGRAPH #3 - Closing. Be confident. Again, follow the structure.

THE FINISH! - ‘Sincerely’ for closing. Leave 5 spaces for your signature. Ensure signature is legible.

COVER LETTERS CHECKLIST

- One page maximum
- No contractions(can’t, I’m etc.) – use full words
- Use consistent font, bold, italics (no larger than 12, no WingDings font!)
- Check for proper alignment and spacing
- Should be attractive, professional, clean, no graphics
- No underlining
- No spelling/grammatical mistakes
- Must have positive tone
- Concise – information not repeated
- Be accurate, but not overstated – no lying!!
- Top and bottom margins are approximately same size

Remember → *Even if you’ve already created many of your own cover letters, you’ll need to create one of these cover letters as part of your Pre-Placement mark!*

Tommy Stewart
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YOUR NAME AND ADDRESS

February 14, 2018

DATE

Andreas Avdoulos
Caffeina Espresso Bar
144 Hunter Street
Peterborough, Ontario

PLACEMENT NAME AND ADDRESS

Dear Mr. Avdoulos,

Co-op program at Thomas A. Stewart Secondary School, and I am looking forward to gaining experience in the work place and learning in a new environment while also earning credits towards graduation.

I am in grade 11 and on track to graduate. I am a hands on person who is hardworking and willing to learn. I think I might be a great fit with your business because I like interacting with customers and am very interested in the idea of owning my own small business in the future.

While I have little work experience, I am willing to try my best and to provide excellent customer service at your coffee shop.

I have enclosed my resume and references.

Sincerely,

Tommy Stewart

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