

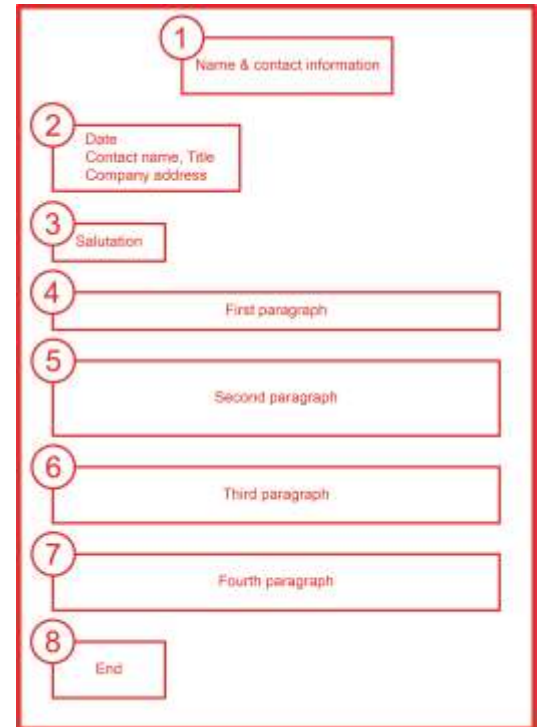
Cover Letter Tip Sheet

Your Cover Letter

- one page with three to four paragraphs
- tailored to the job and company
- check for errors

Cover Letter Content

1. **Your name and contact information**
2. **Date, name and title of contact and company address**
3. **Salutation**
 - include contact's first and last name, if possible, or a job title such as "Dear Hiring Manager" or "Dear Human Resources"
4. **First paragraph**
 - identify why you are writing
5. **Second paragraph**
 - highlight two to three of your most relevant qualifications and explain how these qualify you for the position
6. **Third paragraph**
 - from your research of the organization's mission, vision, values products and services, mention why you want to work there
 - base your reason(s) on shared values and/or interests
 - restate why you believe you are the best candidate for the position
7. **Fourth paragraph**
 - request an interview and thank the employer for their time and consideration
 - state how you can be reached and include your phone number and/or email address
8. **End**
 - finish with "**Sincerely**"
 - type your full name and sign your signature (you may use a signature-styled font if you are submitting a softcopy of your cover letter)



Types of Cover Letters

The information that you include in the first paragraph of your cover letter may vary depending on the type of letter you are writing.

Speculative or Prospecting Cover Letter

- used when seeking an opportunity not advertised
- in the first paragraph, express your interest in working with the company and mention that you are writing to enquire about a possible employment opportunity

Referral Cover Letter

- used when you have been referred to an employer
- in the first paragraph, mention the person who referred you and specify the employment opportunity you are writing about

Application Cover Letter

- used when seeking an opportunity that is advertised
- in the first paragraph, mention the position you are seeking and where you saw it advertised or how you learned about it

Cover Note

- used in the body of an email when submitting your application by email, consider it a shortened version of your cover letter
- in the cover note, state why you are writing and briefly mention one to two of your strongest qualifications
- refer the reader to the resumé and cover letter that you have attached to your email

Sample Application Cover Letter

JAMAL GREEN

Mississauga, ON M2J 2X5

Tel: (555) 555-8888

Email: email@email.com

April 15, 2021

Attn: Angela Chan, Hiring Manager
All Smiles Dental Clinic
123 Street St.
Toronto, ON M3N 2V2

Dear Angela Chan,

I was very excited to read your job posting on the Seneca Works Career Portal today for an entry-level Dental Assistant. The qualifications you are seeking are an exact match with those that I have acquired as a second-year Dental Technician student at Seneca College and through my work experience in the customer service field.

As a graduating college student with two years of comprehensive dental assistant training, I possess strong skills in equipment sterilization using the Steri-Traces system, along with accurate computer charting and record taking skills. In addition, I am able to properly set up and prepare instruments and examination rooms in accordance with all clinical practice standards. Through my experience working as a server in a very busy local restaurant, I have developed and utilized skills in multi-tasking, time management and problem solving, and have demonstrated the ability to calm and reassure upset customers using tact and empathy. I am confident that my skills and experience will allow me to immediately provide quality dental support to the clinical team and patients at All Smiles Dental Clinic.

I am eager to begin my Dental Assistant career working at a practice that is committed to providing top-quality patient care and dental treatment expertise, and that is seeking someone who shares that same commitment. Having read about your services and patient reviews, I am convinced that your clinic is a leader in these areas. I would be pleased to work at such a well-respected dental practice.

Attached please find a copy of my resume for your review. I welcome the opportunity to meet with you in an interview to further discuss my interest and my qualifications. I can be reached at (555) 555-8888 or email@email.com.

Thank you in advance for your time and consideration. I look forward to hearing from you.

Sincerely,

Jamal Green
Jamal Green

More information

Website: senecacollege.ca/student/sw

Phone: 416.491.5050 ext. 26007

Job postings: sw.senecacollege.ca