

Your Name
Address
City, Province, Postal Code

Date

Employer's Name
Company Name
Address
City, Province, Postal Code

Re: Position Title (add employer competition number if provided - not Co-op Job ID #)

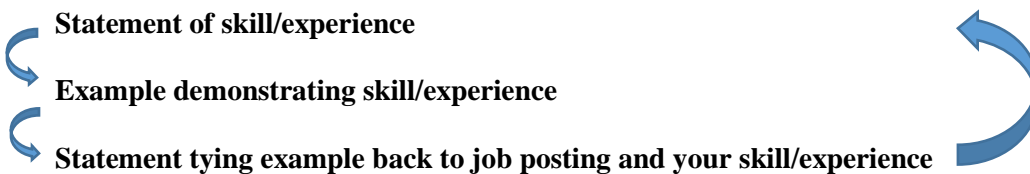
Dear (First and Last Name of Employer),

Introduction: (Paragraph 1)

Thank the employer for the opportunity and restate the position title in full. Start with a strong sentence to indicate WHY you want to work for this company. Remember, this is not about you nor how you will benefit from the job. Instead, demonstrate that you have done your research by building in information about the company or position and connecting this with your own passion/ interests/education. Why should they hire you? Mention that you are a Co-operative Education student. Identify that you meet all requirements for the position as listed in the position description.

Body of Letter: (Paragraph 2/3/4) Sell yourself!

Match your skills to the position description. Use descriptive, active language. An easy way to start is by writing one paragraph for each of the "Related Skills" sections in your resume. Provide specific examples of your skills/experience that tie back to the position description. Your paragraphs will be structured like this:



Sample:

I possess excellent written and verbal communication skills. I developed this through my experience as a camp counsellor, wherein I researched and developed science curriculum and taught this to children aged 8-12. This experience demonstrates my ability to effectively research, develop and make oral presentations as required for this position.

Closing Paragraph:

Thank the employer for considering your application. Make a statement such as... "I can be reached at the following..." and provide your phone number and ULeth email address. This paragraph should not exceed two lines.

Sincerely,

Good Student