Cover Letter Checklist (Pre-CAC)

Your cover letter should be job and employer specific. Find a suitable sample job posting [here](https://www.ulethbridge.ca/career-bridge/co-op-admission-course-cac-sample-jobs) and draft your resume based on this type of position and its keywords. Use the following checklist to ensure your document stands out from the crowd. Remember, your Cover Letter is about how you can contribute to the company, **NOT** what the company can do for you.

You need to have these components completed or in-progress prior to the Co-op Admission Course (CAC). **It is in your best interest to complete this prior to CAC to maximize the benefit of the working session and speed up your job-board access.** There is a model Cover Letter at the bottom of this document for your reference.

# Conventions To Consider

[ ]  Targeted to a specific position/job posting

[ ]  Business letter formatting (left justified)

[ ]  One page long

[ ]  4-5 paragraphs long

[x]  Font size between 10.5-12

# Personal Contact Information

[ ]  Your Name

[ ]  Your City, Province

[ ]  Your Phone Number

[ ]  Your University of Lethbridge E-mail Address

[ ]  Date

# Employer’s Contact Information (Use the [sample job postings](https://www.ulethbridge.ca/career-bridge/co-op-admission-course-cac-sample-jobs) to find this information)

☐ Employer’s Name (or Hiring Manager if unknown)

☐ Employer’s Job Title

☐ Company Name

☐ Company’s Address

☐ Salutation (Ex. Dear (Employer’s Name) [or] Hiring Manager)

☐ Re: Job Title and Employer Competition Number (if applicable). Do not quote internal Co-op job posting number

# Introduction

☐ State the position title and organization name (in full) that you are applying for

☐ Express that you are a Co-operative Education student as well as the program and year that you are in

☐ Include 1 piece of information about the organization that you relate to and WHY you align with it

☐ List 3 strengths you bring to the role (optional)

# Body Paragraph(s)(Do your best with this section, we will go through it in greater detail in CAC)

[ ]  Identify 2-3 technical and/or transferable skills that you bring to the position that relates to the job posting

[ ]  Provide 1-2 concrete examples of how you have exemplified this skill using an experience from previous positions (paid or unpaid), academic work, or an interest

[ ] Express how your experiences tie back to the employer’s specific goals, activities, or outcomes as outlined in a job posting

Conclusion

[ ]  Write 1-2 sentences summarizing your suitability for the position, thank the employer for considering your application, and encourage them to contact you for questions and to discuss your qualifications further

[ ]  End with “Sincerely,” and your name below

# Career Bridge Job Application Toolkit

[Cover Letter](https://www.ulethbridge.ca/career-bridge/cover-letter)

Your First and Last Name

Address City, Province

Telephone

Email

**Tip:** Keep the format consistent with the header of your resume

Date (month, day, and year)

Employer’s Name (If you don’t have a name use Hiring Committee or Hiring Manager)

Job title

Company Name

Address

City, Province, Postal Code

Re: Position Title (add **employer competition number** if provided)

Dear (First and Last Name of Employer and include professional title such as Dr. or Professor if relevant),

**(**If you don’t have their name, use Hiring Manager or Hiring Committee.  Avoid “To Whom It May Concern” and “Sir/Madam”)

**Introduction Explanation/Examples**:

* Express that you are a Co-op student.  State the position title and organization name (in full) that you are applying for and identify the program and year that you are in.
* *Ex. As a current third year Agriculture Biotechnology student in the Co-operative Education Program at the University of Lethbridge, with past lab experience, I am excited to express interest in the role of Harvest Intern with Agriculture and Agri-Food Canada.*
* Include 1 piece of information about the organization that you relate to and WHY you align with it.  Remember, this is not about how you will benefit from the job. This demonstrates that you have done your research by building in information about the organization or position and connecting this to your own passions/ interests/education.
* *Ex. I resonate strongly with your organization’s desire to support the Canadian agriculture and agri-food sector through the promotion of initiatives that foster innovation and collaboration.  I believe that sustainable practices within agriculture are key to reducing long term impacts to the environment, as well as in reducing global food disparities.*
* List 3 strengths you bring to the role (optional)
* *Ex. I bring strengths in research, data analysis, and communication that I believe could be an asset to supporting this organization’s ability to perform these initiatives.*

**Your Introduction**

**Body Paragraph(s):**

* Identify 2-3 technical or transferable skills that are listed in the job posting that you develop your cover letter around.
* *Ex. Research, data analysis, and communication*
* Provide 1-2 concrete examples of how you have exemplified this skill using an experience from previous positions (paid or unpaid), academic work, or an interest.  Express how your experiences tie back to the employer’s specific goals, activities, or outcomes as outlined in a job posting.  Use descriptive, active language.
* **Skill/Experience + Example + Link back to the job posting**
* *Ex. 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.*
* Complete this exercise again for a second technical or transferable skill.

**Your Body Paragraph(s)**

**Closing Paragraph**:

* Write 1-2 sentences summarizing your suitability for the position, thank the employer for considering your application, and encourage them to contact you for questions and to discuss your qualifications further.
* *Ex. Thank you you’re your time and consideration in reviewing my application. I look forward to hearing from you and having further discussions about how my research, analysis, and communication skills could be an asset to the role of Harvest Intern at your organization. If you have any questions regarding my documentation, please do not hesitate to contact me.*
* End with “Sincerely,” and your name below

**Your Closing Paragraph**

**Note**: Do not feel obligated to use this template when creating your document.  This is a resource for on how to create your application document that meets the requirements of the Co-op Office.  You can remove the red highlighted information after creating your own content.