Your First and Last Name   **Tip:** Keep the format consistent with the header of your resume

Address City, Province

Phone Number

Email

Date (month, day, and year)

Employer’s Name (Don’t have a name - use Hiring Committee or Hiring Manager)

Employer’s Job title (delete if Hiring Committee or Manager)

Company Name

Address

City, Province, Postal Code

Re: Position Title (employer competition number (only 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”)

**Introduction Explanation/Examples**:

State that you are a Co-op student and mention the position title and organization name (in full) you are applying for. Also, identify the program and year you are in at the University.

* *Ex. As a current (#) year (Major) student in the Co-operative Education Program at the University of Lethbridge, with previous (…) experience, I am excited to express interest in the role of (position) with (organization).*

Include one specific detail about the organization that resonates with you and explain why you align with it. This demonstrates your research and connects the organization’s values or mission to your own interests and education.

* *Ex. I am particularly drawn to your organization’s commitment to support the Canadian agriculture and agri-food sector by fostering innovation and collaboration. I strongly believe that sustainable practices within agriculture are crucial for minimizing long-term environmental impacts and reducing global food disparities.*

(Optional) List three strengths you possess that would be valuable to the role.

* *Ex. I bring expertise in (ex. Research, data analysis, and communication), which will contribute to the organization’s ability to drive initiatives forward.*

**Body Paragraph(s):**

Highlight 2-3 technical or transferable skills mentioned in the job posting and develop your body paragraph(s) around.

* *Ex. Research, data analysis, and communication*

Provide 1-2 concrete examples of how you have demonstrated these skills through previous positions (paid or unpaid), academic work, or personal interests.  Explain how these experiences align with the employer’s specific goals, activities, or outcomes mentioned in the job posting.  Use descriptive and active language.  Try using the formula **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, where I conducted research, developed science curriculum, and delivered engaging presentations to children aged 8-12. This experience showcases my capacity to conduct thorough research, create information materials, and deliver effective oral presentations, as required for this position.*

Repeat this exercise for a second technical or transferable skill.

**Closing Paragraph**:

Summarize your suitability for the position in 1-2 sentences. Express gratitude to the employer for considering your application and encourage them to reach out for further discussion or if they have any questions regarding your qualifications.

* *Ex. Thank you for taking the time to review my application. I am eager to hear from you and engage in further discussions about how my (ex. Research, analysis, and communication) skills can contribute to the role of (position) at your organization. If you have any questions regarding my documentation, please do not hesitate to contact me.*

Sincerely,

Your full name

**Note**: **Remove the red highlighted information after creating your own content.**

Your First and Last Name   **Tip:** Keep the format consistent with the header of your resume

Address City, Province

Phone Number

Email

Date (month, day, and year)

Employer’s Name (Don’t have a name - use **Hiring Committee or Hiring Manager**)

Employer’s Job title (delete if Hiring Committee or Manager)

Company Name

Address

City, Province, Postal Code

Re: Position Title (employer competition number) (only if provided)

Dear First and Last Name of Employer or Hiring Manager,

(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”)

State that you are a Co-op student and mention the position title and organization name (in full) you are applying for. Also, identify the program and year you are in at the University.  Include one specific detail about the organization that resonates with you and explain why you align with it. This demonstrates your research and connects the organization’s values or mission to your own interests and education. (Optional) List three strengths you possess that would be valuable to the role.

*Ex. As a current (#) year (Major) student in the Co-operative Education Program at the University of Lethbridge, with previous (…) experience, I am excited to express interest in the role of (position) with (organization).*  *I am particularly drawn to your organization’s commitment to support the Canadian agriculture and agri-food sector by fostering innovation and collaboration. I strongly believe that sustainable practices within agriculture are crucial for minimizing long-term environmental impacts and reducing global food disparities. I bring expertise in (skill/competency Ex. research, data analysis, and communication), which will contribute to the organization’s ability to drive initiatives forward.*

**Body Paragraph(s):**

Highlight 2-3 technical or transferable skills mentioned in the job posting and develop your body paragraph(s) around.

* *Ex. Research, data analysis, and communication*

Provide 1-2 concrete examples of how you have demonstrated these skills through previous positions (paid or unpaid), academic work, or personal interests.  Explain how these experiences align with the employer’s specific goals, activities, or outcomes mentioned in the job posting.  Use descriptive and active language.  Try using the formula **Skill/Experience + Example + Link back to the job posting.**

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Repeat this exercise for a second technical or transferable skill.

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Your full name

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