

Cover Letter Outline

The top few lines of the cover letter will include your personal details, as outlined on your resume (see sample cover letters).

Employer's name

Employer's address

Date:

Re: (Job Title, reference number)

Dear (contact person's name):

The introductory paragraph should state why you are writing. Specify the advertised position or outline the type of work you are seeking, why you are interested in working at this organization and in this role, and explain why the employer would have an interest in you. You may also mention how you learned of the opening (such as advertised position, trade magazine, family friend, or professor).

The middle paragraph(s), at most two or three, should highlight (by using concrete examples) your skills and experience, as they relate to the position you are seeking. For example, you can feature related work or volunteer experience, extracurricular activities, interests, education, training, or any other qualifications you may have for this type of work. Moreover, focus on what contributions you can make to the organization rather than how you would benefit from the experience if you are hired. When appropriate, you can elaborate on your courses, thesis topic, or fieldwork. Make sure your statements indicate that you have researched the organization and understand the nature of the work it does.

The final paragraph should thank the employer for their consideration of your application, and pave the way for an interview. If you are applying to a company without having seen an advertised position, suggest that you will follow up with a phone call.

Sincerely,

(your signature)

Your name

Samples

On the following pages, we have included some sample résumés and cover letters.

SAMPLE PROFILE (1): SARAH NEWART

Sarah is a graduate student, in the first year of a Masters program. She is applying for an advertised role as a Digital Marketing Coordinator with a company, Ecology Canada, that organizes conferences and events. Sarah uses this resume format to focus on her transferrable skills, developed through her work experience as a Don and organizing events at the University.

SARAH NEWART

647-321-9876

sarah.newart@mail.utorontoca

[linkedin.com/in/sarahnewart](https://www.linkedin.com/in/sarahnewart)

Ecology Canada
Mississauga, Ontario
DD/MM/YY

Re: Digital Marketing Coordinator (Ref. 1289)

Dear Saun Choy,

I read with great excitement about the opening for a Digital Marketing Coordinator at your company. I have followed the work that you do for some time and greatly admire your achievements in having, in four short years, run 80 environmental seminars and contributed to the creation of 500 environmental jobs. I would welcome the opportunity to apply my skills, qualifications and personal passion for this field, to this role within your company.

Over the last number of years, I have worked in roles with a large marketing component. I have planned, marketed and executed over 50 education and development programs for diverse audiences, some as large as 1,000 attendees and have used a wide variety of social media platforms to market the events to ensure maximum participation and engagement.

In addition, my academic background in Urban Planning, Geography and Sociology has allowed me to develop a strong knowledge base and an understanding of the intersection between planning, resources and the environment, a background I would certainly bring to working with environmental professionals with this role.

I would welcome the opportunity to speak with you to share my ideas as to where I could bring value to this role, with Ecology Canada. I am available at your convenience at the number or email listed above. Thank you for your consideration.

Yours sincerely,

Sarah

SARAH NEWART

647-321-9876

sarah.newart@mail.utoronto.ca

[linkedin.com/in/sarahnewart](https://www.linkedin.com/in/sarahnewart)

HIGHLIGHTS OF SKILLS & ACHIEVEMENTS

- ♣ 3 years Event Management experience
- ♣ 2 years Customer Service experience in retail and educational sectors
- ♣ Fully versed in multiple social media platforms, incl. Facebook, Instagram, Mailchimp Skype for Business, Google packages, Canva
- ♣ Extensive experience supporting and working with diverse and cross-functional teams
- ♣ Spearheaded a team of 60 peer mentors for an E-Mentorship program, for over 100 students
- ♣ Exceeded sign-up rates by 50% at UC's Thrive Orientation, resulting in over 200 applicants
- ♣ B.A. Sociology, minor in Human Geography

WORK EXPERIENCE

Program & Residence Don (University College), University of Toronto Aug. – May 2019

- Planned and executed over 32 social, educational and developmental programs for 300 students over an 8 month period, meeting learning outcomes and organizational goals
- Successfully launched new in-residence initiatives to tackle student concerns surrounding mental health for example, Exam-Care Week and Identify, Assist & Refer sessions
- Created and distributed creative and informative event posters, flyers, website pages and weekly social media posts, strengthening community engagement and attendance at events
- Increased the number of events from previous year by designing and implementing 8 new programs, including for example a multi-faith cultural lunch, while coming in on-budget
- Researched and liaised with food and equipment vendors for events from 20 – 300 people
- Successfully responded to student on-calls within college residence, handling matters requiring conflict resolution and problem solving in a professional and sensitive manner

Program & Administration Assistant, University of Toronto May – Sept. 2018

- Designed, implemented and managed an E-Mentorship program for 1,000 incoming 1st year students, easing their transition into university
- Managed a team of 60 peer tutors remotely and 2 work-study students, keeping strict weekly deadlines which were never missed
- Re-designed and re-marketed UC's Thrive Orientation, resulting in 50% more engagement across social media
- Planned and ran two Student Orientations simultaneously, the success of both of which were commended by the UC Dean of Students

Student Life Work Study Assistant (UC), University of Toronto Sept.2017 – May 2018

- Organized a 1 day U of T Leadership Conference, attracting 120 student delegates which received positive feedback from attendees and work supervisors

- Developed and recruited U of T alumni and professional speakers, scheduled group and individual break-out sessions and managed after conference social, developing conference management skills
- Created detailed, bi-weekly progress reports for supervisors using excel and shared google files
- Researched and designed 9 workshops to build student leadership skills, receiving full attendance at each workshop

Cast Member, Downtown Theatre, Toronto

July 2016 – Sept. 2017

- Cross-trained in guest services, concessions, floor and games arcade, requiring multi-tasking and flexibility to cover high volume areas
- Frequently requested by management to run challenging guest services desk and was commended for excellent, consistent work by supervisors
- Awarded two 100% Mystery Shopper Awards in 2017 in guest service attendant role
- Worked with a diverse team of staff to maintain health and safety standards
- Commended for zero errors in cash handling while holding down roles in highly pressurized areas

EDUCATION & AWARDS

- University of Toronto, St. George Campus, Toronto** 2014 – 2019
Bachelors of Arts, Sociology Major, with a minor in Human Geography & Drama
- Awarded University College Merit Award** 2019
Nominated and approved by the Merit Award Council for contribution to UC community
- French Diploma & Peer Tutoring Award, Toronto High School** 2014

TRAINING & CERTIFICATIONS

- Professionally trained in Conflict Resolution and Communication and Equity Inclusion 2018
- Trained in Sexual Violence Education and Prevention 2018
- Completed SafeTalk Suicide Prevention training 2018
- CPR-C & HCP trained and certified 2017

SAMPLE PROFILE (2): MAXWELL SMITH

Maxwell is an engineering student, preparing to enter his final year. Commonly in engineering, résumés are 1-page and focus both on engineering-related experience gained through class and co-curricular projects as well as through an internship. He is applying for an internship role.

Maxwell Smith

416-987-6543 | maxw.smith@mail.utoronto.ca | www.linkedin.com/in/maxwellwsmith/

[DD-MM-YY]

Proctor & Gamble
4711 Yonge Street
North York
Toronto.

Dear Hiring Manager,

I am writing concerning your posting of 'Professional Year Experience Intern, Engineering' posted on the University of Toronto's Engineering Career Centre website. I have had the opportunity to hone skills on hands-on biomedical engineering, and I am seeking an opportunity to apply these skills to solving real-world issues. I am eager to participate in Procter and Gamble's internship program, and add value in solving problems in a multidisciplinary team.

Last summer, I had the opportunity to work as an engineering intern with Apotex Inc. In this role, I gained hands-on experience designing medical device parts using SolidWorks, and had the opportunity to present my designs for review to upper management. I tested the devices I helped to build using Instron and force gauges, completing tests of compression, impact, and high-cycle fatigue. Working in a cleanroom in the testing of the medical devices, I learned to use a particle counter to assess the status of the room. The results of my work were used in creating the final design of five medical devices, which are currently in the process of market testing with anticipated launch in the Canadian market in Spring 2021.

In 2018, I had the opportunity to participate in a school project where I worked in a team of three students to develop a modified asthma inhaler that uses a spacer device. With my team, I presented the inhaler's design at a student conference at the University of Toronto, receiving feedback from both students and engineering professionals. In the future, we hope to test this device to further improve the design.

Thank you for taking the time to review my application. I would be happy to provide any additional information you may require and can be reached on 416 987-6543. I look forward to hearing from you at your convenience.

Sincerely,
Maxwell Smith

Maxwell Smith

416-987-6543 | maxw.smith@mail.utoronto.ca | www.linkedin.com/in/maxwellsmith/

SUMMARY OF SKILLS

- Two years research and technical experience in the field of biomedical engineering, including experience working in a clean room
- Applied understanding of software and test procedures in biomedical engineering
- Computer Skills: SolidWorks, AutoCAD, Matlab, C++, Minitab, Microsoft Office

EDUCATION

University of Toronto

June 2021 (expected)

Bachelor of Applied Science, GPA: **3.8/4.0**

Major: Engineering Science & Minor: Biomedical Engineering

RELEVANT PROFESSIONAL EXPERIENCE

Apotex Inc., Research and Development Intern, Toronto ON

Summer 2019

- Σ Engineered designs for bone screws and ergonomic handles for five implant devices using SolidWorks which were used in final pre-production stage
- Σ Performed tests of implant device parts using Instron and force gauges, the results of which were used in determining the final designs
- Σ Acquired hands-on knowledge of machine parts (including mill, CNC, and lathe), inspection (using calipers, micrometers, and CMM), and clean room procedures (including use of a particle counter) during the designing process
- Σ Examined four animal implant procedures and observed operating procedure of fluoroscope and related medical devices, building a solid base of knowledge in this area

ADDITIONAL EXPERIENCE

Medical Device Development Project – University of Toronto

Winter 2018

- Σ Designed a modified asthma inhaler with potential for patent while collaborating with a team of student designers and presented the project at Engineering Science Praxis Showcase
- Σ Developed a project plan, identified and learned relevant patent law, as well as mastered basic design and solid modeling techniques.

Bioengineering Student Association – University of Toronto

2018 – Present

- Σ Facilitated in the planning and implementation of various organizational events including moderating a panel discussion with professors from Department of Bioengineering
- Σ Designed marketing materials and advertised the Orientation Welcome Event for new bioengineering students

EXTRACURRICULARS & OTHER SKILLS

Sports: Professional Tennis player and soccer player. Varsity Tennis team member 2019

Languages: English and French (native), Spanish (intermediate), German (beginner)

SAMPLE PROFILE (3): JAYANI LAL

Jayani is a first-year student studying Visual Arts. Although she has no paid work experience, she has volunteered in a number of positions that are relevant to the role she is applying to – a summer position as a counsellor and administrator of an arts-based youth camp. She has created a 1 page resume highlighting the skills acquired in the areas of most interest to the employer (i.e. arts-based activities, education, working with youth).

Jayani Lal

Queen's Park Crescent, Toronto, M5S 2C7 416-123-4567

jayani.lal@mail.utoronto.ca

[MM-DD-YY]

Harbourfront Centre Camps
235 Queens Quay West
Toronto, ON
M5J 2G8

Re: Camps Admin Assistant (Job Ref. # 15SM018-AA-ET)

Dear HR Manager,

While reviewing the recent postings for summer positions on the Harbourfront Centre's website, I was excited to find your job posting for the above position. As a first-year student majoring in Visual Studies at the University of Toronto, I am passionate about contemporary art and am excited by the work that you do as a non-profit organization specializing in arts-based education programs for youth. I believe that my experience in office administration and camp counselling aligns closely with the candidate you are seeking for this position.

For the last number of years I have volunteered approximately 15 hours per week at the Arts for Children and Youth. In this role, I divide my time between completing office administration work, and providing arts-based education to children in schools. I regularly provide information to educators via phone and email with regard to the types of programming on offer. Having felt that social media would be an effective method of informing educators (current users and other community members) of AFCY's programming, I proposed the company open a Facebook page and that I would curate the content on the page. Having designed the page, it launched in January 2019. In February, five educators signed-up for AFCY's programming, all of whom informed AFCY that they had heard about the organization via Facebook.

I would like to thank you for taking the time to review my application. I am available to start work at short notice and am flexible with working hours and shift work. I can be reached on 416-123-4567.

Sincerely,

Jayani Lal

Jayani Lal

Queen's Park Crescent, Toronto, M5S 2C7

416-123-4567

jayani.lal@mail.utoronto.ca

PROFILE & SKILLS SUMMARY

A passionate Visual Studies student with experience working in arts-based camps seeking an opportunity to apply my creativity, energy and coaching skills in an arts-based cultural center.

- Experience of developing and delivering educational and engaging arts based activities to children
- Proficient in the use of MS Office Suite and database scheduling software
- Certified to deliver First Aid & CPR to children
- Currently pursuing a Bachelor of Arts, Visual Studies, with focus on Visual Strategies & Concepts
- Feedback from supervisors have described me as being “quick to learn”, “applying academic knowledge to develop children’s programming” and “dedicated”

RELEVANT EXPERIENCE

AFCY (Arts for Children and Youth), Office Assistant (volunteer), Toronto **2018 - present**

- Respond to enquiries from educators by phone and through email and Facebook regarding AFCY’s programming, managing up to 40 enquiries daily, following up in a timely and accurate manner
- Schedule programming for approximately 25 high schools, using SmartSheet scheduling software
- Developed content for a new Facebook page, which resulted in a strong sign-up for events
- Develop creative copy for weekly newsletter, emailing up to 100 educators about upcoming events, with the goal of increasing enrollment in AFCY’s programs
- Deliver arts programming to children by developing interactive activities for use in the program and successfully engaging children in art while providing a safe afterschool activity; have received strong feedback from school staff and requests for follow-up programs

University of Toronto, Hart House Art Committee (Acquisitions), Toronto, ON **2019 - 2020**

- Worked as a docent at the Justina M. Barnicke Gallery, providing a minimum of 2 tours per week to approx. 5 students per tour, teaching students about contemporary Canadian art; feedback forms consistently rated my tours as ‘excellent’
- Reviewed more than 40 Canadian contemporary art works and acquired 3 new works over the course of school year, contributing to the building of the University of Toronto’s art collection
- Participated in 4 gallery and studio visits, building knowledge of Canadian contemporary art and tasks involved in working as an art curator.

Art Gallery of Ontario (AGO), Art Camp Senior Volunteer, Toronto, ON **2017 - 2019**

- Facilitated and co-created curriculum for two art-based, interactive workshops for the AGO’s highly popular March Break Camps, educating groups of 20 children
- Recruited 4 students into AGO’s summer camp program, building a strong team of co-educators
- Collaborated to train of 5 new volunteers to the AGO’s March Break Art Camp, including delivering mock versions of the camp workshops to ensure the organisations performance and safety standards were met
- Responding to approximately 100 requests from parents via phone and email interested in enrolling children, resulting in a take-up of 100% of places that year

EDUCATION

Bachelor of Arts (Hons) Visual Studies, University of Toronto **2019 - 2023**

Courses include Visual Concepts, Visual Strategies, Art and Context, Contemporary Printing

SAMPLE PROFILE (4): JONATHAN CHANG

Jonathan is a Bachelor of Commerce student who will graduate shortly. Jonathan is an international student, and has had the opportunity to study abroad during his degree. He wishes to apply for a permanent role as a Consultant.

Jonathan Chang

Toronto, B1A 3C2 | 416-765-4321 | jon.chang@mail.utoronto.ca | [linkedin.com/in/jrchang/](https://www.linkedin.com/in/jrchang/)

Date: DD/MM/YY

Boston Consulting Group
181 Bay Street
Toronto, Ontario.

Dear Neeta Sharma,

While attending a job fair at the University of Toronto on [Month Day, Year], I had the opportunity to meet with Ms. Murphy who was representing your organization. While speaking with her, she recommended that I apply to Boston Consulting Group as a consultant. I would bring to your organization a solid understanding of accounting consulting, as well as both local and international experience in client advising. I am excited by the opportunity to work for a multinational organization, and hope to apply my understanding of the Asian marketplace in my role.

This past summer, I had the opportunity to work as a Financial Planner intern at HSBC in Hong Kong. This opportunity enabled me to further develop my client advising skills, as well as my ability to deliver information via presentations. Over the summer, I worked with 10 corporate clients (mainly small businesses), working in partnership with a full-time financial planner, while taking on increasing responsibility during the client meetings. One of my main responsibilities in the role was to build a workshop aimed at convincing new small business clients to invest at HSBC. I delivered this workshop several times at the branch I was working at, to approximately 10 attendees per workshop. This workshop was successful in convincing several new clients to invest, and the success of the program was brought to the attention of HSBC Head Office. After attending the workshop, representatives from the Head Office decided that a version of the workshop should be rolled out to other branches that work with small businesses, or are aiming to attract small business clients. I received an acknowledgement from the Managing Director for my work on this project.

Thank you for taking the time to review my application. I hope to speak with you soon. I can be reached at 416 765-4321.

Sincerely,
Jonathan Chang

Jonathan Chang

Toronto, B1A 3C2 | 416-765-4321 | jon.chang@mail.utoronto.ca | [linkedin.com/in/jrchang/](https://www.linkedin.com/in/jrchang/)

HIGHLIGHTS OF SKILLS

- Experienced professional with strong analytical skills and ability to deliver tailored solutions to deliver social impact in communities
- Strong consulting, problem solving, and client interaction skills gained through international experiences working with leading financial sector organizations
- **Languages:** English, Cantonese, Mandarin, French, Spanish (intermediate), German (beginner)
- **IT Skills:** MS Office (Excel, Outlook, Access, Word, PowerPoint), programming languages (Python, Java, C++, R), data visualization (Tableau, Power BI) and Adobe Creative Suite
- Proven leadership credentials demonstrated by key roles in various student consulting clubs

EDUCATION & AWARDS

UNIVERSITY OF TORONTO

June 2020 (expected)

Bachelor of Commerce, Specialist in Finance and Economics, GPA: **3.64/4.0**

Relevant Coursework: Managerial Accounting, Investing for Impact, Management Consulting and Creative Destruction Lab

PEKING UNIVERSITY, Beijing China

February 2019

“Doing Business in China” – a two-week course on Chinese business practices taught via cases and experiential learning. Topics included MNC operations in China and Financial Markets

Social Impact Scholarship – Awarded for writing a proposal for a creative business idea aimed at making a social impact on our communities

RELEVANT CONSULTING EXPERIENCE

HSBC, *Financial Planning Intern*, Hong Kong

May 2019 – August 2019

- Co-consulted with 10 potential corporate clients to develop financial plans based on each clients’ specific needs and situations, and successfully convinced all 10 clients to invest
- Planned, marketed and facilitated workshop for approximately 50 potential small business clients; after positive feedback from attendees, the workshop was reviewed by the corporate training office and a version of the workshop is being prepared for branch roll-out
- Performed at least 15 daily stock/mutual funds transactions, and worked as back-up teller to assist clients in conducting transactions

Commerce Consulting Association, *Director of Events*, University of Toronto.

2016 - 2018

Spearheaded a team of 10 students in planning the annual launch conference focused on bringing together students and professionals passionate about creating social impact, including:

- Assumed responsibility for securing seven seasoned professionals to serve as panelists
- Recruited six teams of students to pitch innovated ideas focused on creating social impact
- Advertised the campaign to Commerce students, resulting in a turn-out of over 100 students

Endeavour Consulting, Associate Consultant, Toronto, ON.

2016 - 2018

Led a team of 5 volunteers providing pro-bono consulting services to 4 non-profit organizations that would not otherwise have had access to consulting services:

- Met with the consulting team and client to gather requirements and propose solutions
- Brainstormed and researched possible solutions, and worked with the consulting team to review feasibility and make recommendations
- Attended and supported on-going training sessions, gaining both theoretical and hands-on knowledge of consulting services for non-profit organizations

ADDITIONAL EXPERIENCE

University of Toronto, Academic Peer Advisor, Toronto, ON.

2017 - Present

- Assisted approximately 100 undergraduate Commerce students select and enroll in courses for upcoming semester, helping ensure students enrolled in courses required for graduation while building a well-rounded knowledge base as per their career goals
- Created and co-facilitated a 1-hour workshop to approximately 200 incoming students about the University of Toronto's academic policies and the course registration process ensuring student awareness of academic responsibilities
- Converted the policy and enrollment workshop into an online module for posting on the program website. Five additional programs have requested the slides for posting on program website

Toronto Animal Shelter, Pet Care Volunteer & Photographer, Toronto, ON.

2017 - 2018

- Undertook physical tasks related to animal care of over 50 animals including walking, grooming, feeding/watering, socializing and general care
- Improved animal shelter facilities by developing a feedback form and gathered inputs from the local community, which feedback was used to make important changes in the shelter
- Designed marketing materials for the company's website, including taking animal photographs, which resulted in an increased adoption rate by over 10% in 2 months

EXTRACURRICULAR ACTIVITIES

Sports: Professional Volleyball and soccer player. Varsity Volleyball team member 2017-2019

Certifications: CPR & First Aid