

FACULTY OF ARTS STUDENT EXPERIENCE CENTRE

# COVER LETTER AND RESUME TEMPLATES

## Cover Letter Template

**Return Address**

[no short form writing]

**Date**

[no short form writing]

**Address**

[no short form writing]

**Subject Line:** Re: Application for *the Position's Name* [Job Code if provided; centre spacing]

**Salutation:** Dear "*Person's Name*" or "*Hiring Manager*"

**Introduction Lines:**

[Please consider this letter my application for the \_\_\_\_\_ position. I truly believe that my qualifications are a close match with the position's requirements.]

**Selling Paragraph:**

[Target the key qualifications in the job ad by matching your skills to the qualifications. More importantly, phrase those qualifications in ways that demonstrate your skills and accomplishments. This paragraph should match the qualification-highlights section in your resume. However, do not repeat or cut and paste the same information.]

**Selling Added Value Paragraph:**

[This is the section where you want to highlight your transferable or added value skills sets to the employer. With research you are able to target which added value or transferable skills you would want to showcase.]

**Closing Paragraph:**

[Keep it simple. Re-state contact information and interest. Be sure to ask for an interview.]

**Complimentary Closing:** [Sincerely,]

Signature (in blue ink)

Your Name Typed

Insert: [Enc.]

## Chronological Resume Template

- Provides a chronological list of job titles and accomplishments, listed in reverse order starting with the most recent.
- Commonly used resume, although not as effective for students with varied work, academic and/or extracurricular/volunteer experiences.

**Name**

**Address, City, Province, Postal Code**

**Telephone**

**Email**

**Objective:** This is an optional section. If you choose to use it, clearly identify the position for which you are applying and the organization. For example: Research Clerk Position with HRDC.

**Highlights of Qualifications:** (No more than 6 bulleted points)

You may want to insert a selling statement. For example: A recent graduate with experience within the academic and not-for-profit fields, occupying various work-study and volunteer positions.

- *First Point:* This is the most important point. Be sure that what you put here is exactly what the employer wants from a candidate.
- *Second Point:*
- *Third Point:*
- *Four Point:*
- *Fifth Point:*
- *Six Point:* The 5th or 6th points are important lines. Use these lines for hard skills, for example: computer software or languages.

**Professional Experience:** (Identify Most Recent Employment First)

**Position Title**

**Date**

Organization's Name (website optional)

- No more than 5 bulleted points, focus on writing accomplishments instead of job descriptions.
- For example: Administrative Clerk who files – a better way of phrasing filing is: "Developed paper and electronic filing systems which ensure the organization and efficient tracking of client records."
- Remember: The first and the last points are most important so save your big selling feature for those points.
- Repeat this format for your other jobs, but be sure not to go back more than 10 years of employment.

**Volunteer Professional Experience** (Optional Section)

**Position Title**

**Date**

Organization's Name (website optional)

**Education & Professional Development:**

Name of Program, Name of Institution

Date (this is optional)

**References Available Upon Request**

## Functional Resume Template

- Focuses on acquired skills presented under specific categories without dates or places
- A list of dates and previous positions is provided at the end

**Name**

**Address, City, Province, Postal Code**

**Telephone**

**Email**

**Objective:** This is an optional section. If you choose to use it - clearly identify the position you are applying for. For example: Research Clerk Position with HRDC.

**Highlights of Qualifications:** (No more than 6 bulleted points)

You may want to insert a selling statement. For example: A recent graduate with experience within the academic and not-for-profit fields, occupying various work-study and volunteer positions.

- *First Point:* This is the most important point. Be sure that what you put here is exactly what the employer wants from a candidate.
- *Sixth Point:* The 5th or 6th are important lines. Use these lines for hard skills, for example: computer software or languages.

**Areas of Expertise** (Choose three main skill sets based on your work experience)

**Skill Set ONE** (an example can be Office Management)

- Four points of how you have demonstrated your office management skills. Remember do not write a description but focus on accomplishments. Administrative Clerk may demonstrate filing abilities by stating: "Developed paper and electronic filing systems which ensured the organization and efficient tracking of client records." Repeat for the second and third skill sets. If you have difficulty coming up with skill sets, use job advertisements by searching for key words.

**Skill Set TWO** (an example can be Research Skills)

**Skill Set THREE** (an example can be Computer Software)

**Professional Experience (Identify Most Recent Employment First)**

**Position Title**

**Date**

Organization's Name (website optional)

- No more than 3 bulleted points, focus on writing accomplishments instead of job descriptions.

**Education & Professional Development:**

Name of Program, Name of Institution

Date (this is optional)

**References Available Upon Request**

## Combination Resume Template

- Divides chronological list into *Relevant Experience* vs. *Other Experience* so that you can highlight your related skills, etc., by placing them near the beginning and within a separate section
- Allows you to tailor your experience and accomplishments to the requirements of the position

### Name

Address, City, Province, Postal Code

Telephone

Email

### Profile (No more than 4 sub-headings)

Insert profile-selling statement. For example: For example: Research Clerk Position with HRDC. Below are my key strengths.

- **Heading One:** These headings are based on key words in the job advertisement. If the job ad stated “Strong Multi-Tasking Skills”, then this is the heading you put down and elaborate on demonstrating that specific job requirement. See below for an example.
- **Multi-Tasking Skills:** Demonstrated solid multi-tasking abilities by managing and prioritizing several projects thereby ensuring that conflicting and demanding deadlines were successfully met.

### Professional Experience (Identify Most Recent Employment First)

Position Title

Date

Organization’s Name (website optional)

- No more than 4 bulleted points, focus on writing accomplishments instead of job descriptions.
- The four points should only highlight what the job advertisement demands.
- Do not go back more than 10 years.

### Achievements

- List any awards or recognition that you may have earned.

### Training

Name of Program, Name of Institution

Just End Date (this is optional)

### Education

Name of Program, Name of Institution

Just End Date (this is optional)

### References Available Upon Request