



## AIRDRIE EMPLOYMENT

#102 – 115 Centre Avenue West (Beside Airdrie Wok)

403-948-9711

### EFFECTIVE COVER LETTERS

- When you apply for any position, always include a cover letter with your resume.
- Your cover letter should always indicate where, when and/or from whom you found out about the position that you are applying for.
- Your cover letter should clearly state how your skills match up with the skills the employer is seeking in candidates for the position.
- List your skills that are requested by the employer for the position by:
  - **Indenting**
  - **And using bold type**
  - **To draw the attention of the reader**
- Tailor an individual and personalized cover letter for each individual company and position that you are applying for. A general broadcast cover letter, generally accomplishes nothing.
- Remember; the only purpose of the cover letter is to get the reader to take a closer or detailed look at your resume. Do not include extraneous information that does not serve this purpose

**COME INTO OUR OFFICE TO GET HELP WITH YOUR COVER LETTERS!**