

Sample Cover Letters and Resumes

Sample Cover Letters

111 - 11th Ave
Burnaby BC V3N 1T3

March 6, 201_

<Requisition Contact Name>

<Title>

Ministry of xyz

<Address>

<City BC Postal Code>

Re: Requisition #xxxxx, , Manager, xyz Program

Please consider this cover letter and resume as my application for the position of Manager, xyz Program. This opportunity is very much of interest to me, as my background of over 15 years in the automobile, travel and tourism fields has provided me with all the skills and experience you are seeking. These include:

- Recent employment as Regional Manager (Automobile Operations) and Registrar of Travel Services, which required administration of licensing, investigation and enforcement programs and liaison with the Motor Carrier Commission regarding requirements for tour operators;
- Extensive policy and procedure development in the Automobile, Travel and Tourism fields, including development of briefing notes and background information for press releases;
- Previous responsibility for budget development and control, including the diligent use of human and other resources;
- Provision of interpretive information regarding legislation, policy and statutes to consumers, junior staff and regulatory representatives; and,
- Two years supervisory experience involved with all aspects of labour relations and personnel management, including the grievance process and union/management committees.

My resume highlights my work history and accomplishments. An in-person meeting would allow you an opportunity to personally assess my leadership, decision-making and communication skills for which I have frequently received recognition.

I look forward to the opportunity of discussing this position with you further.

Yours truly,

Applicant

Note: Target the education and experience listed in the posting. Stay concise and use some space saving tricks i.e. putting the postal code on the same line as the city to save space.

Sample Cover Letters and Resumes

Park Side Rd
City, Province, Postal Code
December 12th, 20__

<Requisition Contact Name>
<Title>
Ministry of xyz
<Address>
<City BC Postal Code>

Re: Requisition #xxxxx, , Manager, xyz Program

I believe I am an ideal candidate for this position. My credentials include a B.A. in accounting from the University of British Columbia and three years' tax auditing experience with Grant, Lee & Lowey. I am current with changes in the tax laws through a variety of credit and continuing education courses.

My education and experience meets and even exceeds those requirements you are looking for in this job:

- *(using bullets, outline how you meet or exceed each education and experience statement and address willingness statements).*

I pride myself in offering quality service for customers, maintaining high standards of thoroughness and accuracy and exhibiting exemplary team leadership.

My resume provides details of my qualifications. I look forward to meeting you and discussing how I can assist your organization.

Sincerely,

Your name