John Doe

8321 17th Ave, Vancouver, B.C., V5N 1T8 Ph: (778) 432-1234 Email: jdoe@hotmail.com

**(Please use the same heading for your cover letter and your resume to keep the application documents consistent. The length of your cover letter should be half page to one page long, no more than 400 words in total.)**

September 15, 2022

Jim Houston

Human Resources Manager **(If unknown, address to Human Resource Department)**

Media Marketing

Suite 295 – 3105 Burrard St.

Vancouver, British Columbia

Canada, V6C 2G8

**RE: Application for Operations Manager, Job # 234R43**

Dear Mr. Houston, **(If unknown, use “Human Resource Manager”, or the designation that is indicated on the job posting,)**

**\* The opening paragraph should arouse interest for the employer. State why you are writing and give information to show your interest in this specific organization. If you are applying for a specific position, name the position and how you have heard of it.**

I am applying for the Co-op position of Marketing Assistant that was posted at Fairleigh Dickinson University’s careers web portal. I am very interested in this position, and I believe that my skills would make me an asset to Media Marketing.

**\* The middle paragraphs should create a desire on the part of the employer to know more about you. Explain why you are interested in working for this employer. Point out your achievements or qualifications in the field, especially those that meet the job description.**

**\* Refer the reader to your general qualifications on your enclosed resume. Highlight important points from your resume. Also highlight points that will be of particular interest to this specific organization. However, don’t simply repeat everything you’ve mentioned on your resume. You want to use your cover letter to explain why you are a good fit for this position and convince the employer to hire you or at least to have an interview with you.**

As a student at Fairleigh Dickinson University, I have been active in the Canadian Marketing Association and took several advertising, marketing and management courses. At present, I am the Public Relations Coordinator for the Multi-cultural Council. This elected position has given me the opportunity to practice my classroom learning firsthand. Through various activities, I have learned about the marketing field, and I am confident that I can be an effective Marketing Assistant. My resume is enclosed for your consideration.

**\* The closing paragraph should pave the way for the interview by asking for an appointment, or by offering to call the employer in the near future, or by some similar suggestions to facilitate an immediate and favorable reply.**

I am very enthusiastic about the possibility of being a Co-op student at Media Marketing. Please feel free to contact me at (778) 432-1234 to arrange for an interview at your convenience,

Thank you for your consideration. I look forward to speaking with you. Sincerely,

Sign Your Name 🡨 *consider scanning an image of your signature and put it here*

**Type your name**

**Internship Cover Letter Sample**

November 20, 2022

Ms. Jane Cameron
Hiring Manager
ABC Company
11th Floor, 1234 Burrard Street
Vancouver, BC, V7T 0B5

RE: Marketing Internship Position with ABC Company

Dear Ms. Cameron:

This letter and enclosed resume are an application for the position of marketing intern currently available at ABC Company, as advertised on your website last week. Currently, I am pursing my Master’s of Administrative Science with a specialty in Leadership and Marketing at Fairleigh Dickinson University in Vancouver.

I had been working on a number of academic marketing research projects for last two semesters, through which I developed insight of consumer buyer behavior and current marketing trends. Through my class presentations and group discussions, I have developed strong communication and persuasion skills, which would help me to work effectively with internal and external customers of ABC Company.

I have also devised successful marketing plans for 3 firms mentioned in my resume, and appreciated for high quality work and strict adherence to deadlines. My genuine interest in pursuing this internship using my professional experiences will allow me to contribute immediately to your organization.

Per your requirements, I am a skilled user of MS Excel and Word. Likewise, I am expert in maintaining marketing campaigns through social media. In addition, I am familiar with Adobe CS6, InDesign, Illustrator and Photoshop.

My resume is enclosed for your further consideration. I would like to meet with you in person to discuss my marketing acumen in detail. To follow-up on my application, I’ll call your office after one week. Meanwhile, please contact me at Ph: 778-234-5678 or email at emilyw@gmail.com at your convenience. Thank you for your time and consideration.

Sincerely,

(Signature)
Emily Wayne

****Project Manager Cover Letter Example****

October 29, 2022

Mr. Ronald Garriques
Senior Manager (Human Resources)
Dell Canada
222 Granville Street
Vancouver, BC, V9D 0P3

**RE: Project Manager Position, Job# S3412**

Dear Mr. Garriques,

With great interest, I am forwarding you my resume as an application for the position of Project Manager at Dell. Being Dell’s employee has been my dream since my undergrad years as inspired by your innovation and employee empowerment strategies. I want to take this opportunity to turn my dream into reality and constructively apply my professional education and experience working as a project manager at Dell.

For the past three years, I have been working at Edge Water Technology (EWT) as a junior project manager. I have achieved consistent and remarkable results in execution and completion of IT solutions projects and managing client relationship by prioritizing customer satisfaction.

At EWT, I have successfully administered a number of projects carrying out detailed budget analysis, performance and project reviews, productive resource allocation including labor planning, and coordinating activities between company and the clients. In addition, I have a substantial experience of working with technical teams correlating SOA environment. In essence, I have achieved phenomenal results in leading project teams through all stages of typical project lifecycle well within the deadlines and as a reward I have been given the awarded as the most productive project manager for the year 2020.

With my talents, ambitions and exceptional project management and organizational skills, I am very confident that I’ll be a valuable asset to Dell. I look forward to discussing my qualifications with you in an interview. You can call me at Phone: 778-234-6678 or email me at jgale@gmail.com to schedule for an interview at your convenience. Thank you for considering my application.

Sincerely,

(Signature)
Jackson Gale