

(2.5 cm or 3.75 cm margin)



## SAMPLE COVER LETTER

**Return Address  
(Your Address)**



1877 Nash Rd.  
Courtice, ON L1C 3CK

(1 blank line)

**Date**



2009 04 07

(4 - 5 blank lines)

**Inside Address  
(Employer's)**



Susan Wright, Manager  
Lakeridge Health Corporation  
47 Liberty Street South  
Bowmanville, ON L1C 2N4

(1 blank line)

**Salutation**



Dear Susan Wright *(Mr. Mrs. Miss Ms)*

(1 blank line)

**State position wanted  
and where you heard  
about it.**



Through the cooperative education program at Courtice Secondary School, I would like to apply for a co-op position working in Office Administration at Lakeridge Health Corporation. The opportunity to work in a business environment will help me to determine my future career direction.

(1 blank line)

**Highlight qualifications,  
special training,  
experience or skills you  
possess that make you  
particularly suited for  
the position. If no work  
experience highlight  
other related activities  
and skills.**



My interest in computers developed at an early age and through the courses I have taken, I have developed excellent computer skills. After teaching myself Power Point, I designed a Power Point presentation for the Clarington Youth Centre. My enthusiasm for computer work will be a valuable asset to this coop position and I am looking forward to enhancing my computer skills by working and learning in a business setting.

(1 blank line)

**Relate work  
experience, to job  
wanted. Include  
volunteer work. Thank  
her/him for interview.**



At my part-time job, I am continually improving my communication skills and effectively working in a team. Please give me a chance to show you that I am a reliable, trustworthy and hard working student. I appreciate this opportunity to have an interview with you to discuss my qualifications further. My résumé is enclosed.

(1 blank line)

Sincerely

(4 - 5 blank lines)

*Your Signature Here*

Ron Hart

(1 blank line)

Enclosure