

SAMPLE GENERAL COVER LETTER

Job Posted in the Student Job Portal

Dear Hiring Manager

I am applying for the position you posted on the Humber Student Job Portal, through the Work Placement Services Office. I am a second year student in <<____name of program____>>, and I am very interested in an opportunity for summer employment in your organization.

As you can see from my resume, I am skilled in _____, _____, and I am knowledgeable in _____. In addition, I am detail oriented and have good technical report writing skills. I enjoy working with others as I discovered in my lab work at Humber, which involves collaborating with group members to set up projects, and then solving problems within the team environment.

I have been described as a hard working, reliable individual. I am always willing to learn new things and take on new challenges. I welcome the opportunity to meet with you to discuss the possibility of joining your team.

Please feel free to contact me to discuss my skills in more detail. Thanks for taking the time to read this letter and my resume, and I hope to hear from you soon.

Sincerely,

Your name

You Address

Your Phone number

Your Cell number

Your Email address

Email Follow-up After a Career Fair

Subject: Humber Career Fair Candidate

Attachment: your resume

Dear Mr. Brown,

Thank you for taking the time to meet and speak with me at the career fair at Humber College earlier this week. I appreciate your time and attention.

I am a second year student in the _____ program with a 3.7 GPA. I am interested in a role where I can apply my strengths in AutoCAD and SolidWorks. My past supervisors have described me as someone who produces quality work.

I have been following your company for a while, and the opportunity to work in your industry was a big part of my decision to take this program at Humber. I would truly enjoy the opportunity to work for you this summer.

Attached is a copy of my resume. I would appreciate the possibility to discuss my skills and experience in greater detail at an interview. Please feel free to contact me at at your earliest convenience.

Thanks,

Your Name
(647) 123-4567

Email To a Referral

Subject: Work Placement Opportunity

Attachment: your resume

Hello Mrs. Clarke,

Professor Doug Smith at Humber College suggested I contact you regarding the Work Placement position available at your company. I successfully completed his ____ class this term, and I am currently looking for a summer opportunity.

I am skilled in reading blueprints and in technical drafting. I have also demonstrated the ability to work in a team through group projects and some volunteer experience. I am a hardworking individual and have a positive attitude.

Attached is my resume for your review. I would really appreciate the opportunity to meet with you to discuss a possible summer position. Please contact me by phone or e-mail to arrange an interview. Thank you for your consideration.

Regards,

Your name

Phone number(s)

Email address

Letter To a Company You Identified in Your Research

Date

Contact Name (or Human Resources, or Hiring Manager)

Company Name

Company Address

Dear Mr(s). Smith,

I am a student at Humber College in the Electrical Engineering Technology program and I am looking for summer employment. I'm an energetic person with a strong desire to succeed, who isn't afraid of taking on projects that require learning new skills.

I have been exploring companies in the _____ sector, and I learned your company is planning extensive automation of plants in the Toronto area. I feel I have the skills to contribute to these projects. My program at Humber combines learning in the classroom plus extensive work in labs. Over the past 2 years I have acquired a good deal of hands-on experience with PLC's, AC/DC circuits, and industrial automation.

My resume is attached. Thank you for considering my application. I'll give your office a call next week to follow up on this request.

Thank you!

Your Name

Your Address

Your Phone number

Your Email

Email Request for an Information Interview

Subject: Help with Career Information

Attachment: your resume

Hi, my name is Jane Smith and I am currently enrolled at Humber College in the _____ program.

The reason for this e-mail is that I am interested in pursuing a position in the _____ field. I am in the process of gathering information on the employment options open to me, and how I should focus my search for a summer work placement. I would sincerely appreciate the opportunity to speak with you regarding the skills and knowledge required in your industry, and any other advice you could give me.

Would you be willing to meet with me for 10 minutes to briefly talk about career paths? If more convenient for you, would you have a few minutes to discuss this over the phone?

Thanks for taking the time to read this e-mail.

Sincerely,

Jane Smith

Cell number

Email address

Email Using a Referral to Request an Information Interview

Subject: Help with Career Information

Attachment: your resume

Dear Mr. Williams,

My name is Jane Smith and I am currently enrolled at Humber College in the _____ program. I was referred to you by Sharon Jones from ABC Company. She recommended you as an excellent source of information on the _____ industry.

I am a second year student at Humber College in the _____ program and my ultimate goal is to ____ (state job title or area of work you are interested in).

I would appreciate the opportunity to meet with you briefly and discuss any information about this field. I am especially interested in any advice you can share with me. Please let me know if you are available to talk over the phone. I can also come to your office.

Sincerely,

Jane Smith
Cell number
Email address

SAMPLE THANK YOU LETTERS

Email After a Job Interview

Subject: Thank you for meeting today

Dear Mr. Smith,

It was very enjoyable to speak with you about the _____ position at your organization. The job, as you presented it, seems to be a very good match for my skills and interests.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature
Cell/Home phone
Email

Email After an Information Interview

Subject: Thank you for meeting today

Dear Miss Martin,

Thank you for speaking with me today. Your insights were truly helpful, and have provided me with additional information about the _____ field.

I will take the advice that you provided and speak to the contacts that you suggested.

Thank you again for your assistance.

Kindest Regards,

Your Signature
Cell/Home phone
Email

Email Accepting a Job Offer

Subject: Offer Acceptance Paul Smith

Dear Mr. Woo

I am very pleased to accept the position of _____. Thank you for the opportunity. I am eager to make a positive contribution to your company and to work with everyone on your team.

I look forward to starting employment on May 1, 20xx. If there is any additional information or paperwork you need prior to then, please let me know.

Again, thank you.

Sincerely,

Paul Smith
Cell number