

## Cover Letter – Arts

Margins: 1" margins all around.

January 15, 2012

Terry Grass  
52 Meadow Road  
Regina, Saskatchewan S4P 21Y

If you don't create a letterhead at the top, write your name and address in block form under the date.

Dr. Jane Smith  
Director, Child & Youth Outreach Services  
106 Main Street  
Moose Jaw, Saskatchewan S6H 3V5

Dear Dr. Smith:

Address your letter to a specific person. If you don't have a name, write "Dear Sir or Madam" or "Dear Hiring Manager."

Statement of Motivation: Why are you interested in this work? Give the employer some reasons.

Enclosed is my resume in application for the position of Youth Program Coordinator (Reference #A08-18), as advertised at the University of Regina Career Centre. I am especially interested in this position, as \_\_\_\_\_.

As indicated in my resume, I am currently completing my final year for a Bachelor of Arts – Sociology and Psychology (double major). Related to the position, through my studies and work experience I have acquired a strong foundation of knowledge and skills related to analyzing and understanding adolescent development and \_\_\_\_\_. For example, I have written academic papers on \_\_\_\_\_ (e.g., *Adolescence in Diverse Cultures*) and completed courses on \_\_\_\_\_.

Also related to the position, I have three years of summer and part-time work, and volunteer experience in planning and \_\_\_\_\_. As a Volunteer Youth Leader, for example, I assisted with planning, organizing and facilitating weekly after-school activities for two groups of 15 elementary students. As a Camp Counsellor, I assisted with organizing and conducting a variety of recreational activities for youth including \_\_\_\_\_. Through my work experience, I have demonstrated a strength in leadership, for example, through motivating children and youth, resolving conflict and \_\_\_\_\_.

Thank you for consideration of my application. Given my related studies and experience, I am confident that I can successfully fulfill this position. I look forward to an interview to further discuss my qualifications and can be reached at 306- 693-0938.

Sincerely,

*Terry Grass*

Terry Grass

Your signature.

Highlight your knowledge, skills and abilities, attitudes, and accomplishments that are relevant to the position. Quantify your accomplishments when possible (e.g., years of experience).

Option: Present some of your information using headings and bullets:

**Program Development & Facilitation**

- Over 3 years experience as \_\_\_\_\_.
- Developed and facilitated \_\_\_\_\_.
- Collaborated with \_\_\_\_\_.

Enclosure

**Equity Applicants:** Many employers are committed to employment equity and encourage applicants of the following groups to self-identify in their cover letter or resume: Aboriginal people, visible minorities, people with disabilities and women in non-traditional careers.