

BUSINESS & Related Administrative Fields

Application Letter, Resume & References – Entry-Level Positions

Tailor each letter. Highlight your relevant motivations, strengths, experience and potential contribution.

If you don't use a letterhead, write your name and address under the date.

Margins: 1" (2.54 cm) margins all around.

January 15, 20XX

Check Junk Mail: Don't miss important emails.

Terry Smith
123 Aspen Drive
Regina, Saskatchewan S4S 4S1

Job Scam Protection: Some fraudsters impersonate employers. Research employers well. Limit personal information by giving your cell number, email address and/or LinkedIn invitation.

Jane Jones
Sunstone Financial
456 Willow Place
Regina, Saskatchewan S4S 1B8

Use Keywords: Closely review each job posting. Use exact keywords from the posting to highlight and describe your related strengths and experience. Add supporting examples, details and statistics (e.g., title of a case analysis).

Dear J. Jones:

No contact name? Consider Dear Human Resources, Selection Committee or Hiring Manager.

Your Motivation & Voice: Describe your enthusiasm, connection and potential contribution.

I recognize Sunstone Financial as a leader in _____, which is directly related to my interests in _____ and, hence, my decision to apply for a Financial Analyst (#A08-18) position, as advertised through Student Employment Services, University of Regina. As a potential team member, I am keen to add value to your services by through utilizing and building upon my related strengths in _____.

Currently, I am in my ___ year for a Bachelor of Business Administration with specializations in Finance and Management (program completion June 20XX). Through my academic and work experience, I have acquired related knowledge and skills in forecasting cash flows, preparing risk profiles for debt portfolios, _____ and _____. Also relevant for this position, I have experience in collaborating on intercultural teams to analyze and prepare presentations on a variety of financial topics and issues. For example, I recently completed a group project and presentation on _____: *Title*.

My related work experience includes positions as a Reconciliation Clerk and _____. In these positions, I demonstrated my ability to meet all deadlines for preparing and adjusting ledger reconciliations, filing year-end documents, _____ and _____. As an employee, you will find that have strong skills in attention to detail, _____ and _____. On a personal note, I strive to _____ and am committed to _____.

Thank you for your consideration of my application. Given my related career interests, qualifications, strengths and aptitudes, I look forward to an interview to discuss my potential for this position. I can be reached at 306-123-4567 or terry.smith@email.ca.

Sincerely,

Signature: Write your signature on paper letters. For electronic letters, simply type your name.

T. Smith

Attachment: Resume

Word Doc: 1" (2.54 cm) margins.

Use keywords from the posting to highlight and describe your relevant strengths and accomplishments. Add some supporting details, examples and results. E.g., As Tax Preparer (volunteer), I completed 20 individual tax returns for _____.

Option: Present selected information using headings and bullets:

Finance & Banking

- Analyzed _____ and proposed _____ (course project)
- Consulted with _____
- Demonstrated intercultural skills for engaging with _____

Equity Applicants: Many employers are committed to developing a diverse workforce (employment equity) and seek applicants from equity groups. Research each employer before deciding whether or not to self-declare as a member of an equity group: *Aboriginal People, Visible Minorities, People with Disabilities, Women in Non-Traditional Careers*

Declaration Example: "In submitting my application, I would like to self-declare as member of an equity group (note the group)."

