

SCIENCE Fields

Application Letter, Resume & References – Entry-Level Positions

Revise your letter for each application. Highlight your motivation, potential contribution and relevant strengths.

January 15, 20XX

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

Pat Mayes
321 Lark Crescent
Prairie Park, SK S5S 4R5

Job Scam Protection: Research employers well and use discretion. Concerned?
Limit personal details. Note your cell number, email address and/or LinkedIn invitation.

W. Delorme
Human Resources
Rock Tech Inc.
123 Long Ave.
Prince Albert, SK S4S 3R2

Address your letter to the contact person.
Don't have a name? Consider: :
Dear Human Resources:
Dear Hiring Manager:
Dear Selection Committee:

Dear W. Delorme:

Your Voice: What motivates you to apply?
Note strengths and potential contribution.

With a keen interest in _____ and Rock Tech's related services, attached is my resume in application for a summer position as a Geological Assistant (University of Regina Job Board posting). In submitting my application, I seek to apply and continue developing my related knowledge and skills in the exploration of mineral deposits and oil reservoirs, identification of rocks and minerals and _____. Committed to a career in earth science, joining the Rock Tech team would be a valuable opportunity for me to utilize my related strengths and contribute to your operations in _____.

Highlighting my qualifications, I am completing a Bachelor of Science Honours in Geology at the University of Regina (completion April 20XX). Through my geology courses, labs and fieldwork (Geology Fieldwork Camp 1), I have developed related knowledge and skills in sample collection, compilation and analysis, _____ and _____. One of my course projects, for example, involved _____. Also noteworthy, I have fieldwork experience in northern Saskatchewan, and am flexible to work in different environments (office and outdoors), including challenging conditions in remote locations.

My related work experience includes a position as a Geological Field Assistant, which involved assisting a research team with mapping high-grade terrain (Wollaston Domain). Through this experience, I acquired and developed skills in utilizing equipment to _____. As well, I demonstrated a strong work ethic, positive attitude in tough conditions, and willingness to perform various demanding tasks, such as carrying heavy samples and _____. My experience as a volunteer Coach and sports enthusiast have also been invaluable for strengthening my skills in teamwork, leadership and _____.

Given my related background, aptitudes and commitment to a geoscience career, I am confident that I am well-prepared to fulfill the requirements of this position. Thank you for your consideration of my application. I look forward to an interview to discuss my potential with Rock Tech Inc. and can be reached at 306-123-4567 or pat.mayes@uregina.ca.

Sincerely,

P. Mayes

Pat Mayes

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

Attachment: Resume

Use keywords from the posting to describe your relevant strengths and accomplishments. Include some details, statistics and examples (e.g., title of a report, project or map).

Option: Present a section using headings and bullets:

Survey, Mapping & GIS

- Operated survey equipment (e.g., levels, GPS) to _____
- Analyzed and interpreted aerial photos and satellite imagery to produce technical reports. Example: *Title*

Equity Applicants: Many employers are committed to employment equity and encourage applicants from equity groups to apply. Research each employer before deciding whether or not to voluntarily 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 a member of an equity group (equity group)."

