

SHORT-TERM WORK Resume & Cover Letter

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

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

June 5, 20XX

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

Jesse Blackstone
567 Prairie Place
Somewhere, SK
S1V 2C3

Job Scam Protection: Some fraudsters impersonate employers. Research employers and use discretion. To limit personal information, give a cell number, email address and/or LinkedIn invitation.

Check Junk Mail: Don't miss important emails.

Mr. Parker
Manager, Organization
Address
Somewhere, SK
S4H 5V6

Use Keywords: Closely analyze each job posting. Use exact keywords from the posting to highlight your relevant strengths and experience. Note some related examples, details and statistics (e.g., title of a project, paper or event).

Dear Mr. Black:

Salutation Options: Dear Hiring Manager, Selection Committee or Human Resources:
(Use only when you don't have a name.)

Please accept my resume in application for the position of _____, as advertised at the University of Regina Career Centre. I am very interested in _____, and this position is an excellent opportunity to apply my related skills in _____ and contribute to _____.

Your Motivation & Voice: Why are you interested? Highlight your related strengths and potential contribution.

As a student in the Faculty of _____ at the University of Regina, I am keen to _____. Through my academic, volunteer and work experience, I have demonstrated related skills and abilities in _____, _____ and _____. As a _____ (volunteer), for example, I collaborated on a team to plan, organize and conduct activities for _____.

Also relevant, I have previous experience in customer service as a Sales Associate (part-time). In this position, I developed skills in initiating interactions with customers, assessing their needs and promoting suitable products. Highlighting my success in sales, last year I was recognized as the Employee-of-the-Month for _____. In addition, I _____. On-the-job, you will find that I am an enthusiastic, _____ and _____ employee who is committed to providing quality _____ and supporting the success of your _____.

Thank you for your consideration of my application. I look forward to an interview to further discuss my potential with _____ and can be reached at jesse.blackstone@uregina.ca or 306-123-4567.

Sincerely,

J. Blackstone

Jesse Blackstone

Attachment: Resume

Get Noticed! Highlight your relevant knowledge, skills and abilities, attitudes and unique experience. Include some details, statistics and examples:
e.g., As Event Coordinator, I recruited and trained 10 volunteers for _____.

Consider presenting some information using headings and bullets:

Sales & Customer Services

- Greeted and advised customers with selecting _____
- Collaborated with other team members on _____
- Over _____ years' experience in _____

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 (equity group)."