

# POORLY PREPARED COVER LETTER

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This introduction is unclear and lacks enthusiasm. David has caused confusion by referring to the position as "Corrections Officer", instead of the exact job title "Probation and Parole Officer".

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Ministry of Community Safety and  
Correctional Services

Re: Corrections Officer

As a recent social science graduate from the University of Toronto Mississauga, I am seeking employment as a corrections officer. Over the years, my job experiences and education have allowed me to acquire the skills necessary to excel in corrections services.

David would grab the employer's attention by giving more specific information about his education and work experiences, e.g. Sociology and Criminology and Socio Legal Studies majors, Volunteer Probation Officer experience, etc.

Through my employment, I have developed excellent communication, teamwork and organizational skills. I am a motivated, well-rounded and hard working individual who has been able to juggle part-time work, household responsibilities, extracurricular and volunteer activities during both my high school and university career. Given the opportunity at the Ministry, I know I will continue to challenge myself and grow to new heights.

I have enclosed my resume for your perusal. It outlines my skills and background. I would appreciate the chance to meet with you personally to discuss any potential job opportunities.

David has selected relevant skills, but needs to provide examples from his excellent related experience demonstrating these skills.

Sincerely,

*David Gagnon*

The closing is too general and not specific to the position he is applying for e.g. *any potential job opportunities*. He gives no indication of this enthusiasm for the job or of his confidence in his suitability.

David over-generalizes his skills and experiences in his cover letter. A well-focused cover letter is thorough and detailed enough to elaborate on relevant experiences listed in the resume rather than referring the reader to the resume. David could do much more to demonstrate his fantastic related experiences in correctional services and how they fit with the employer's requirements for the position.