

POORLY PREPARED COVER LETTER - BIOLOGY

John should include the date and his full contact information.

Ms. Shannon McCauley
Department of Biology
3359 Mississauga Rd.
Mississauga, ON
L5L 1C6

John clearly outlines some of his relevant skills; however, he does not effectively elaborate on them in the following paragraphs. Instead, he talks about other skills (problem solving and critical thinking), making the cover letter look unorganized and badly planned.

Dear Professor McCauley,

Please accept my application for the Research Opportunity Program, project number BIO399Y5 LEC0202, as advertised on ROPAPP. I am a third year student at University of Toronto Mississauga who is very interested in being a research assistant. I possess the necessary research skills, theoretical knowledge, as well as oral and written communication skills that would make me successful in this position and help me make a valuable contribution to your research project.

John should mention his program of study, as it is relevant to the position. He should also mention the names of these courses.

Being a student with interest in ecology and research, I am very interest in measuring how temperature changes impact prey activity. I have successfully learned various research techniques in different courses. In addition, these courses have given me the theoretical knowledge required for your research study.

Spelling and grammatical errors should be corrected.

Owais In addition to my research skills, I have demonstrated ability to problem solve and think critically. Also, I have improved student awareness and club involvement at the Erindale Biology Society by improving the society newsletter content. My strong problem solving skills have been commended by my supervisor, who has recognized my ability to effectively resolve customer complaints and improve customer service.

John can avoid repetition by proofreading his letter.

This statement shows lack of confidence.

Assuming my skills match your needs, I would welcome the opportunity to meet with you and determine what contributions I can make to your research study. I have attached my resume to provide more information on my strengths and achievements.

John should clarify that he describes his Tim Hortons experience here.

Thanks,

John's cover letter would sound more professional if he used "Sincerely" or "Regards."

John Smith

John could improve the grammar and choice of words to make his cover letter look more professional. His relevant academic and work experiences that match the position are not effectively highlighted.