

# MOST EFFECTIVE COVER LETTER

**Larry Soo**

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Ms. Mary Smith, Executive Director  
Toronto Region Conservation Authority  
101 Exchange Ave  
Vaughan, ON L4K 5R6

Larry identifies his relevant qualifications, including a shared philosophy. His knowledge of the organization gained from doing some research is also evident. This opening paragraph will immediately catch the interest of potential employers.

Dear Ms. Smith:

As a graduate in Environmental Studies with experience coordinating several community-based projects, I am confident that my organizational and communication skills would be an asset for the Pollution Project Manager position advertised at the University of Toronto Career Centre. TRCA's commitment to community-based projects is particularly exciting to me because my experience on campus and at the GTA Environmental Committee has taught me that lasting change occurs only when the community is actively involved.

My roles with the Residence Environmental Council demonstrate a number of the skills you seek. After recruiting an interested group of students, I wrote successful funding proposals for the establishment of this Council. As a group, we then developed and successfully implemented several environmental projects and two environment awareness workshops. As Communications Liaison for the Residence Environmental Council at the University of Toronto Mississauga, I created an innovative publicity campaign that significantly contributed to the successful establishment of active environmental committees in each student residence. Developing partnerships with residence students and staff was key to the success of these committees which have continued to implement new projects.

In the body of his cover letter, Larry proves to the employer that he has the necessary skills by describing past experiences and accomplishments where he demonstrated the required skills.

Environmental management courses at the University of Toronto Mississauga have provided me with a solid knowledge of environmental legislation and policy development. As well, my internship with the GTA Environmental Committee gave me insight into the issues faced by municipal governments as they respond to citizens' concerns about local environmental issues. As you can see, my learning about legislation and policy development has been both theoretical and applied.

I believe that I have the environmental knowledge, commitment, and project development skills to equip me to make a significant contribution as the Pollution Project Manager at TRCA. I look forward to an interview to discuss my qualifications with you and can be reached at (905) 555-5555 or [larry.soo@mail.utoronto.ca](mailto:larry.soo@mail.utoronto.ca). Thank you for your consideration.

Sincerely,

*Larry Soo*

Larry Soo

Yours truly,

Larry is both professional and direct in his closing statement.

Larry's cover letter expresses his understanding of the qualifications needed for the job. With this understanding, Larry tailors his cover letter to link past experiences and skills to the job posting. In addition, this cover letter demonstrates Larry's personality and keen interest in environmental issues.