

POORLY PREPARED COVER LETTER

Larry Soo
2594 Burnhamthorpe, #203
Mississauga, ON L5L 1C8
June 1, 2019

Larry should include the complete address of the employer.

Ms. Mary Smith
Executive Director
Toronto Region Conservation Authority

Larry can be more effective by making a specific reference to the position he is applying to and what skills he has that the employer needs. He provides no indication of why he is interested. This sounds like a standard letter template showing no enthusiasm.

Dear Mary Smith:

My interest in the position at your company has prompted me to forward my resume for your consideration.

I am confident that my qualifications make me an ideal candidate for the position. I have finished my degree and am excited about the possibility of working in a challenging job related to my program in Environmental Management.

I am a self-motivated and energetic person who likes working with community members. I am a quick learner, dedicated, well organized and with excellent interpersonal skills. As a graduate in Environmental Management, I have studied issues related to pollution and the management of a range of environmental issues.

Larry could highlight his qualifications better by describing his education and work experiences that are most relevant to the position. He could also include examples to support his claims and expand on his environmental knowledge.

The enclosed resume is a brief summary of my qualifications. If you are interested in my qualifications, I can be contacted at loverboy@yahoo.com. I would be delighted to meet with you in a personal interview and look forward to hearing from you.

Yours truly,

Larry Soo

Instead of "Yours truly," Larry's cover letter would sound more professional if he used "Sincerely" or "Regards."

Larry would make a better impression by using a more 'professional-sounding' email address for his job search related communication.

Larry writes a very general cover letter. He skims over his education, skills and qualities without identifying a link between his relevant experiences and those needed for the position. Employers receive so many letters like this that they would quickly lose interest in this applicant.