

EFFECTIVE COVER LETTER - SOCIOLOGY

Mary has included her and the recruiter's contact information, which shows her attention to detail. Tailoring the cover letter to the job description shows a strong interest in the role.

Mary Smith
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(647) 123-4567

February 24, 2018

Ms. Jayne Baker
Department of Sociology
3359 Mississauga Rd.
Mississauga, ON L5L 1C6

Dear Professor Baker,

Please accept my application for the Research Opportunity Program, project number SOC499Y5 LEC0201, as advertised on ROPAPP. As a third year Sociology student with well-developed research, writing, and analytical skills, I believe I would make a valuable contribution as your and Professor Innocente's research assistant. In addition, taking SOC 221, 222, 350, and 387 among other Sociology and Statistics course has given me the necessary academic background to be successful in this position.

As a Sociology student at UTM with interest in research, I am very drawn to measuring the effectiveness of different test preparation strategies on fellow UTM students' test performance. I was involved in primary and secondary data collection, management, and analysis as a Staff Writer for The Medium newspaper where I took an in-depth look at current issues involving UTM students. I have demonstrated exemplary analytical and writing skills, and my feature articles received praise by the newspaper editors. I would like to continue conducting research on UTM and its students as I believe such studies would be of great benefit to them.

My experience also includes being a Front Desk Receptionist, where I have demonstrated exemplary interpersonal and writing skills, as well as efficiency and strong attention to detail while entering patient data. My ability to collaborate with others, manage tight deadlines and effectively communicate messages has been proven while being a member at the UTM Sociology and Criminology Society.

I believe I will make a valuable contribution to the success of your study. My resume is attached for your review, and I look forward to discussing my background and qualifications with you. Thank you for your consideration.

Sincerely,

Mary Smith

Mary clearly states which position she is applying to and then immediately highlights her most relevant skills to capture the employer's attention.

Mary successfully elaborates on her relevant skills by giving specific examples from her experiences. She also describes why she is interested in this position and how she would contribute to the research study.

Mary clearly demonstrates her interest by tailoring her cover letter to the position she is applying for. She proves that she recognizes the employer's needs by matching them with her skills and relevant experiences.

Mary closes the letter by restating her interest in the position, and shows confidence in her skills by encouraging the employer to contact her for an interview.