

POORLY PREPARED COVER LETTER - SOCIOLOGY

Mary has forgotten to include her email address and phone number, making it inconvenient for the employer to contact her.

1234 Street Name St.
Mississauga, ON
A1B 2C3

February 24, 2018

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

Dear Sir/Madam,

Please accept my application. As a third year Sociology student with excellent research skills, I believe I would make a valuable contribution to your study as your research assistant. In addition, taking a variety of Sociology and Statistics courses has given me the necessary academic background to be successful in this position. Some of the courses I have taken include The Logic of Social Inquiry, Measuring the Social World, Quantitative Analysis, Qualitative Analysis, Sociology of Education, and Introduction to Applied Statistics.

Being a Sociology student at UTM with interest in research, I am very drawn to your research study. I analyzed numerical data and wrote effective feature articles for the UTM on-campus newspaper, taking an in-depth look at current issues involving UTM students as a Staff Writer for The Medium newspaper. I have demonstrated exemplary analytical and writing skills, and my feature articles received praise by the newspaper editors.

My experience also includes being a Front Desk Receptionist, where I have demonstrated ability to deal with all aspects of front desk duties and handle competing demands in a professional manner. I have also effectively performed various administrative duties, including data entry, printing, scanning, faxing, photocopying, sending emails, updating client records, and filing. Furthermore, I have contributed to smooth operation of the organization's services by scheduling clients' appointments, directing calls to appropriate departments, and responding to client inquiries in a timely manner.

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. As a member, I have promoted the academic society's upcoming events via social media, poster distribution, tabling, and word-of-mouth. This has resulted in student awareness and increased ticket sales. In addition, I have engaged in one-on-one conversations with students while tabling for the society, where I explained the society's mission and goals and answered questions about meetings, events, and volunteer opportunities.

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's cover letter is too general, disorganized, and lacks focus. She should carefully evaluate the employer's needs and use her cover letter to prove that she is the right fit by identifying a link between her relevant skills and those needed for the position..

www.utm.utoronto.ca/careers

Mary's cover letter is very generic. This can make the employer believe that she uses the same letter for every type of position she applies for.

Mary should proofread her cover letter for spelling and grammatical mistakes.

Mary's cover letter is too long and detailed. Recruiters have to read many cover letters in a short period of time. The length and lack of focus in Mary's cover letter may cause the reader to quickly lose interest.