

# POORLY PREPARED COVER LETTER

June 23, 2019

Enterprise Holdings

Dear Valerie LeClerc,

I am forwarding my application for the position of Management Trainee with Enterprise Holdings, as advertised on the University of Toronto Career Centre web-site. This position is very appealing to me because of my strong interest in management. I am confident that my education, work experience and strong interpersonal skills are a good fit for this position.

My academic qualifications include a double major in Management and Psychology. This combination of programs has enabled me to develop a strong business sense as well as the ability to interact effectively with a wide variety of individuals.

The one passion of my life is helping to run my family-owned import business. My duties there include ordering supplies, negotiating with suppliers and producers, overseeing day-to-day logistics, hiring and training staff, and maintaining the computer network. Because of all the above responsibilities, I am used to working in a fast-paced environment.

I am a self-motivated person with a strong work ethic. I am confident that my work experience along with my management courses will enable me to make a significant contribution to Enterprise Rent-A-Car, which I understand is one of Canada's 50 Best Places to Launch a Career for the fourth year in a row. I look forward to an interview.

Sincerely,  
*Omar Chaudary*

Omar Chaudary  
(905) 278-8418  
Omar\_2003@hotmail.com

Omar should place his full contact information at the very top of his cover letter. The company's full contact information should also be included. The salutation (Dear Valerie LeClerc) should not include Ms. LeClerc's first name.

Enterprise participates in information sessions and career fairs on campus. Omar could have attended an event, met the recruiter and referred to this in the opening paragraph.

Omar might further describe how his academics are related to the job position. He could describe a project where he worked as part of a team, demonstrated initiative, leadership skills and enthusiasm.

Omar's experience in running a family owned business is a fantastic match for the Management Trainee position. Omar should make the most out of this experience by highlighting important accomplishments.

Omar shows that he has researched the company. However, he should make his initiative and work ethic his selling point by stating them at the start of the cover letter.

Omar could use a more professional email with his first and last name.

Omar briefly touches on a few key points (academic program, family owned business, relevant skills). He needs to make these points the focus of his cover letter.