

POORLY PREPARED COVER LETTER

Susan could use a more professional sounding email address.

3349 Mississauga Rd. N., #305
Mississauga, ON L5L 1C6
Qt@hotmail.com

The complete address of the employer needs to be included.

This cover letter should be addressed to a specific hiring person.

September 12, 2019

ABC Accounting

This vague first paragraph is not an effective sales pitch. Susan might select aspects of her education and work experience that are relevant to this specific posting.

TO WHOM IT MAY CONCERN:

I am responding to your job listing at the Career Centre at the University of Toronto Mississauga. With my B.Comm and various working experiences in the business world, I am confident I can make a strong positive contribution to your organization.

Spelling errors should be corrected (e.g. University, accounting).

I am currently completing a world class professional education in Accounting at the University of Toronto. I have developed a solid background in the fundamental theory and principles of accounting, finance and economics. I am a self-motivated resourceful and flexible person, eager to take on challenges to achieve my goals.

I would like to discuss how my qualifications could contribute to your organization. I look forward to meeting with you to further discuss my qualifications.

Susan could describe aspects of her accounting courses and work experience that are most relevant to the job qualifications (e.g. successful projects where she took on a leadership role).

Sincerely,

Susan Singh

Susan would be more effective by using the final paragraph to summarize the key components of her qualifications that fit with the job posting.

Susan does not effectively market her skills and qualifications in her cover letter. Relevant academic and work experience that match the job posting are not highlighted. In addition, Susan presents an unprofessional image by not correcting her spelling errors.