Cover Letter Assignment

Complete a cover letter for the following job advertisement. Use the Cover Letter template below to guide you.

# Job Advertisement

Student Office Assistant

Government of Ontario

Apply to Mr. Clint Huffman

350 Brant Ave. Brantford ON N3T 3J9

What can I expect to do in this role?

Supporting a team on a wide range of administrative functions, you may have the opportunity to work on some or all of the following tasks:

• Prepare and organize correspondence, perform data entry and word processing functions, and create a variety of documents.

• Provide customer service assistance by performing reception duties, responding to public and/or internal inquiries and performing financial duties (e.g. accurately processing payments and performing basic mathematical calculations).

• Assist with small or large scale archival/filing projects by following a prescribed set of rules to store or destroy files; use technology to file documents.

• Conduct research, perform analysis and input data.

• Plan, organize, coordinate and manage daily assigned work.

# Cover Letter Template

Your Name

Your Present Address

Phone #

Email

Date

Name of Contact Person

Name of Company or Organization

Company Address

Dear Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_, (or To whom it may concern)

My name is \_\_\_\_\_\_\_\_\_\_\_ and I am a recent high school graduate seeking summer employment. I am applying for the \_\_\_\_\_\_\_\_\_\_\_ position (job reference #) at \_\_\_\_\_\_\_\_\_\_\_ (company name).

In researching your organization, I am particularly interested in \_\_\_\_\_\_\_\_(cite 1-2 facts). (Next, highlight one or two qualifications from your resume that you think would be of greatest interest to the employer based on the job advertisement.) My background in \_\_\_\_\_\_\_\_ (related knowledge, skills, or experience) has helped prepare me for the challenges of the position.

I have attached a copy of my resume for your review. Please let me know if you require any additional information. Thank you again for your time and consideration. I look forward to speaking with you soon.

Sincerely,

(Your signature)

(Your full name)