

EMPLOYMENT, COVER LETTERS, WRITING TASK FOR BINDER (SKILL: INTERACTING WITH OTHERS-EMAILS/LETTERS)

FOLLOW THE INSTRUCTIONS AND WRITE A SHORT COVER LETTER. COPY/REPRODUCE/USE THE INFORMATION ON THE COVER LETTER IN THE NEXT PAGE

1. Click on this link or go to the Job Bank Canada website

<https://www.jobbank.gc.ca/home>

Click/ hover with the cursor on CAREER PLANNING

Click on JOB PROFILES

In the Occupation bar, type your favourite job/preferred job/current job in Canada, or any job for which you think you have suitable skills (for example: nurse, teacher, office assistant, welder..) and click search

On the next page, find the tab SKILLS and click on it. Read the necessary skills for the job, take notes. Think what skills you have that match those in the description

Write your cover letter.

In the body paragraphs (points 1,2,3) remember to describe the skills/abilities you have and that match the skills necessary for that job

You can copy the rest of the letter but remember to add your signature at the bottom.

PS: if you are using a cell phone, when you are on the home page of the Job Bank, click on MENU, find CAREER PLANNING, JOB PROFILES, and then continue with the instructions above .

SAMPLE COVER LETTER

RESPONSE TO ADVERTISEMENT

Today's date

write a random

address like

XXX

Full name of person letter is addressed to

100, 1st Str E.

Address of Company

Saskatoon

Dear Mr. / Ms. Contact person for this post

Dear HR Manager/

(always try to get a name; do not use "To Whom it may concern") To Whom it may concern

I am very interested in the *position you* found on the Job Bank site and I believe

I have the qualifications to successfully fulfill your requirements.

How I have demonstrated these abilities include the following accomplishment:

Fact 1

describe your skills, abilities, accomplishments; add examples

Fact 2

and quantifiable facts (with numbers, if that is the case)

Fact 3

(Match the above facts with the requirements of the job you are applying for: Employers like to see quantifiable facts and achievements)

I feel confident that I could be a valuable asset to your company and look forward to an interview to discuss how I may be able to contribute to your profitability and efficiency.

Thank you for your time and consideration, I look forward to speaking with you soon.

Sincerely,

Your Name