

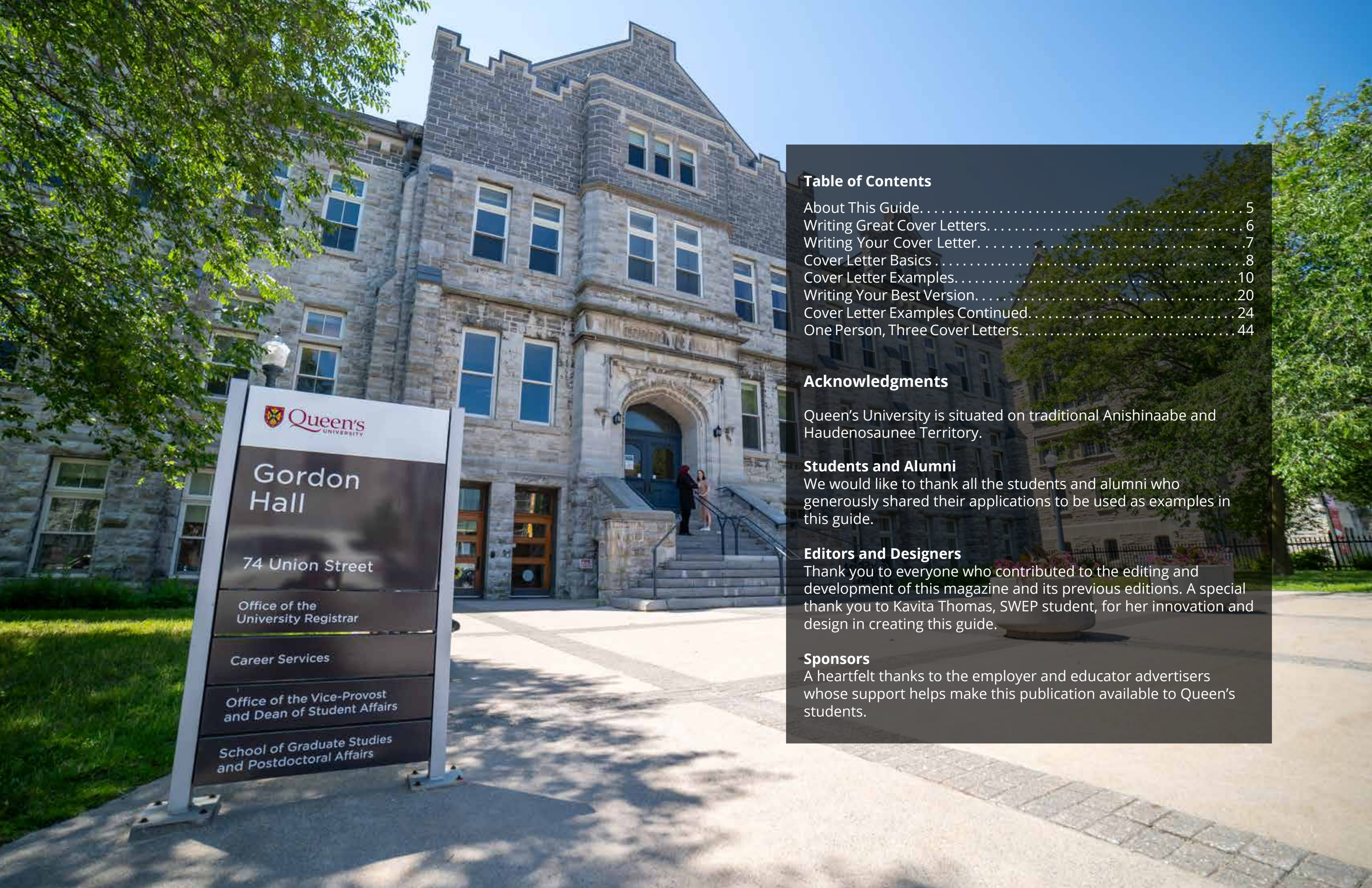
# Queen's Best Cover Letters



**Queen's**  
UNIVERSITY

STUDENT AFFAIRS  
Career Services





# Gordon Hall

74 Union Street

Office of the University Registrar

Career Services

Office of the Vice-Provost and Dean of Student Affairs

School of Graduate Studies and Postdoctoral Affairs

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## Acknowledgments

Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.

### Students and Alumni

We would like to thank all the students and alumni who generously shared their applications to be used as examples in this guide.

### Editors and Designers

Thank you to everyone who contributed to the editing and development of this magazine and its previous editions. A special thank you to Kavita Thomas, SWEP student, for her innovation and design in creating this guide.

### Sponsors

A heartfelt thanks to the employer and educator advertisers whose support helps make this publication available to Queen's students.





# ABOUT THIS GUIDE

Whether you are applying for a part-time job, an internship, a volunteer opportunity, or your first role after graduating, the resources in this guide will help you communicate your skills and experiences. We have compiled examples from Queen's students to help you write your best application and prepare for an interview!

## How to use this guide

In this guide you will find ideas and strategies for writing cover letters. Each section includes examples to help you understand how you can best communicate your knowledge, skills, experience, and attributes. Each example is labeled with the strategies or approach the student has used to communicate their strengths and relevant experience.

For easy scanning, the examples are tagged with icons that indicate the student's experience. These tags can help you see how students with similar experiences to you describe them. Consider also looking at examples that don't match your experience; you might find a valuable strategy that you can use.

We have compiled these examples for your review, but no cover letter is perfect. As you read this guide and prepare your application, use your judgment to decide how to best tell your unique story of your skills and experience.

For more information on writing cover letters, preparing for interviews, conducting a job search, or exploring your career options, visit us at Career Services!

## Icons Legend:



First year



2nd or 3rd Year



Graduating Year



Graduate Student



Skills From Academics



Previous Employment



Work or Study Abroad



QUIP



Entrepreneur



Athletics



Technical Skills



Extracurriculars



# WRITING GREAT COVER LETTERS: KEY IDEAS

Your cover letter is a succinct introduction that starts a conversation about what you bring to an employer, organization, or educational program. Typically accompanying a resume, a cover letter positions you as someone who understands the requirements and needs of a role. It is an opportunity for you to focus on memorable stories that will help your application stand out.

- 1 Connect your experience and skills to the role requirements using specific examples. This helps the reader understand why you will be successful.
- 2 Use the keywords from the posting in your letter.
- 3 Describe what interests you about the role and/or organization.
- 4 Include the role title and number (if applicable) in the first paragraph of your letter.
- 5 Proofread! A cover letter is an example of your written communication skills.
- 6 If you are submitting your cover letter and resume together as a pdf, your cover letter should come first, followed by your resume
- 7 Consider the file name you will use for your document(s). Using your name and the role number as the file name is a safe choice (e.g., RSterling\_Role12345\_CoverLetter.pdf). Some postings might specify the naming structure for your files.



For more information on writing your cover letter, sign up for the Career Prep Module!

careers.queensu.ca

# WRITING YOUR COVER LETTER

## DIFFERENT STRUCTURES FOR COVER LETTERS

While some parts of the cover letter are always the same, there is no “perfect” order nor content for the paragraphs. Some people will choose to have a paragraph explaining their interest first whereas others will have it as their last paragraph. The best way to judge the order of the content in your cover letter is to consider the impact of each of the paragraphs. Asking someone like a roommate or a family member for their opinion can also be helpful.



## TAILORING YOUR COVER LETTER TO AN OPPORTUNITY

Tailor your cover letter by writing a unique cover letter for each specific role. Taking time to network, research the role and organization before writing your cover letter (and resume) can help you describe why you are a strong candidate for the position. You can look at the role description, the organization’s website and/or social media, and additional resources such as the [National Occupational Classification](#) to find useful information that will help you show why you should receive an invitation for an interview.

With the information you gather, you can describe your skills and experience in a way that is relevant to the role. Targeted applications are more likely to attract the attention of the person hiring, and using keywords from the posting will help your application if applicant tracking software (ATS) is being used.

# COVER LETTER BASICS

Firstname M. Lastname  
myemail@queensu.ca | Phone

Date of Writing  
Name of recipient  
Organization

**Salutation** (e.g. “Dear Sheila Gupta” or “Dear Hiring Committee”)

**The INTRODUCTION:** Tell the reader why you are writing. Essentially, give an indication of who you are (in context – not your name), what you want, and how you came to know about them. Include the position title for which you are applying.

**THE RESEARCH PIECE:** Tell the employer why you want to work for them. Let them know that you know what they do and why it matters to you. Show that you have investigated the organization and the work.

**THE MATCH:** Highlight the major skills, personality traits and areas of knowledge and expertise that you have to offer, and indicate how your attributes match their needs. Include evidence from past experiences and perhaps tell a brief story of when you have used some of the skills they require.

**THE CALL TO ACTION:** Emphasize your interest in speaking with them and suggest possibilities for follow-up. Express appreciation.

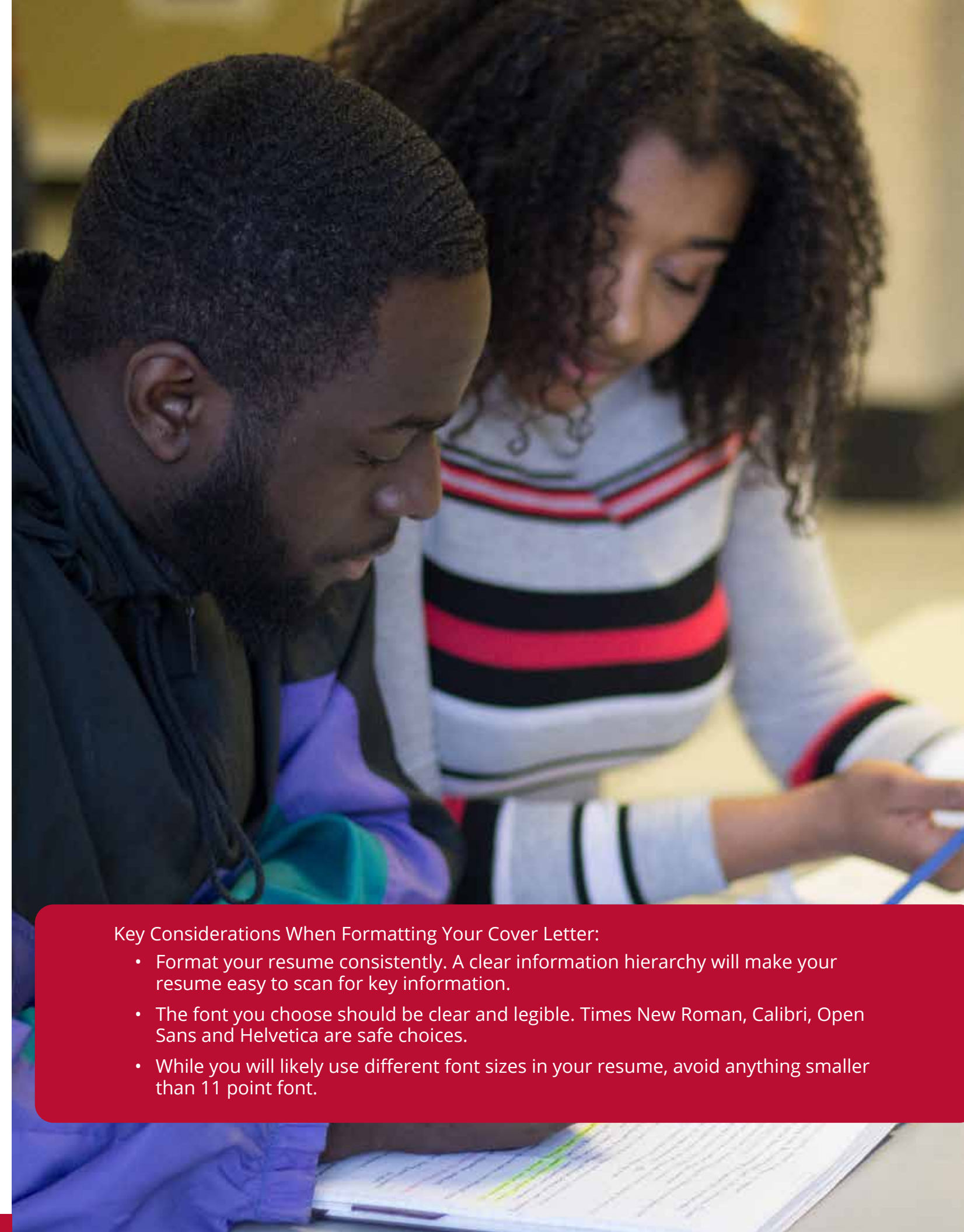
Sincerely,

Your typed name

*This guide is just a starting point. Adapt it to your unique story!*

## Key Considerations When Formatting Your Cover Letter:

- Format your resume consistently. A clear information hierarchy will make your resume easy to scan for key information.
- The font you choose should be clear and legible. Times New Roman, Calibri, Open Sans and Helvetica are safe choices.
- While you will likely use different font sizes in your resume, avoid anything smaller than 11 point font.







Skills From Academics



Previous Employment



Work or Study Abroad

# PATRICK LEUNG

123-456-7890 | myemail@queensu.ca

4 March 2023

Sebastien Cole  
Investment Analyst  
TD Asset Management

Dear Sebastien Cole,

As a passionate business student specializing in Accounting and Finance, I am constantly seeking opportunities to apply my background, skills, and experiences in a business setting. I look forward to being part of TD Asset Management through the Investment Analyst summer position. TD's reputation for excellence and its focus on client service appeals to me as I would like to contribute my strong quantitative analysis skills in a high-touch customer-centric organization.

Through my coursework, I have recognized and further refined my ability to conduct financial analyses, while gaining a better understanding of areas such as company analysis and valuation. I have become adept at preparing financial statements and reports and conducting company valuations using the Discounted Cash Flow and Comparables approaches. In a recent case competition, my analysis and reporting were put to the test where I had to analyze significant amounts on data, produce company valuations that were accurate and timely, and contributed to us placing first amongst a group of skilled students.

Together with the required analytical skills, I also bring the people skills integral to this job position. With my extensive experience in service-oriented industries, interacting and collaborating with others is not just something I am comfortable with, but it is something I highly enjoy. In addition to being in a rigorous business program that emphasizes teamwork, I spent the past summer working as a Summer Student at a Bank of China branch in Shanghai, China. I interacted with diverse clients on a daily basis, which significantly reinforced my interpersonal and communication skills.

TD is looking for a candidate who is capable of maintaining a close eye for detail and consistently delivering high quality results. In my role as Office and Reception Assistant at Shaw Insurance Services, my attention to entering data accurately along with my efficiency in resolving diverse inquiries from various clients has earned the praise of my supervisors. Thus, as an extremely driven individual, I hope to be able to continue making valuable contributions and to do so as part of the TD team. I am confident in my ability to uphold its existing culture of excellence and I am highly motivated by this unique opportunity for learning, experience, and growth.

Thank you for taking the time to consider my application. I look forward to the opportunity to discuss my suitability as an Investment Analyst at TD Asset Management in the near future. Please feel free to contact me if you have any further questions or queries.

Sincerely,

Patrick Leung

Eager to build your professional network? An internship can help you make valuable industry contacts!

Learn more about the Queen's University Internship Program (QUIP) at [careers.queensu.ca/quip](https://careers.queensu.ca/quip)



Patrick is targeting an investment analyst position with larger banks by

- including international work experience and demonstrated experience working with diverse clients,
- showing good fit with company value of high touch customer service,
- demonstrating his knowledge of finance skills relevant to this role.





Graduate Student



Extra curriculars

# APARNA CHAUDHARY

123-456-7890

myemail@queensu.ca

May 24, 2023

Jenny Stewart  
Director of Recreation  
Visual Arts Windsor

Dear Jenny Stewart,

I am excited to be applying for the position of your Summer Programs Assistant at Visual Arts Windsor (VAW). I am applying for this position for three reasons: a passion for art, experience working with children and desire to give back to the Windsor community.

I am very familiar with the gallery context, as well as community art programming, after working as a student docent for three years at the Agnes Art Gallery at Queen's University. In this role, I led tours of the public gallery and planning and delivering supplementary workshops for groups of elementary and middle school children. Through this experience, I learned to quickly acquire thorough knowledge of the exhibitions and deliver engaging tailored programming both in the gallery and in the studios, leading to positive feedback from guests and my supervisor. It has been very rewarding to be able to inspire and expand perspectives of so many students and visitors of diverse backgrounds, from all over the world.

As well, studying art history has transformed how I view the world and how I value the role of arts education and creativity in our lives. Outside of my studies, I have always actively integrated art into my life—being a set designer and creating graphic design as a side business. In fact, when applying to law school, my personal statement was entirely focused on the impact of art history on my life and perspective.

VAW's pillar of equity and accessibility in your values statement also greatly resonated with me. As a woman of a visible minority, I have also become an advocate for equity and diversity at Queen's. In the position of co-chair for the inaugural Queen's Accessibility and Inclusion Conference last year, I worked with seven other like-minded students in striving to create a hope-focused setting of dialogue and thought leadership where over 90 participants were able to contribute their ideas for a more inclusive community. This conference helped to consolidate my belief that public spaces such as VAW help to provide accessible and affordable arts education and to foster appreciation of the visual arts.

I can assure you of my full commitment to the work of VAW. I look forward to sharing more of my passion for art education with you.

Sincerely,

Aparna Chaudhary



Aparna is targeting a summer position in an arts environment by

- emphasizing she has relevant skills for the role, such as the ability to deliver tailored educational programming and working with a range of audiences,
- connecting her advocacy for equity and diversity to her beliefs about art education,
- describing how interest in and involvement with the arts has been interwoven with and grown through her skills and experiences.





Elizabeth Misner  
 111-222-3333  
 myemail@queensu.ca

April 26, 2023

Region of Peel: Children's Services

Dear Hiring Committee,

Please find attached my resume in application for the position of Youth Employment Support Coordinator. I believe that the nature of my work experience and my studies at Queen's University position me as someone who integrates comprehensive knowledge of critical topics affecting youth with firsthand experience working with youth.

I understand that this role requires tact and sensitivity, and the ability to build rapport with youth. My studies in Gender Studies and Sociology, with a Certificate in Sexual and Gender Diversity Studies, combines with my volunteer experiences to form a strong foundation of knowledge and understanding of the intersection of diverse identities. My undergraduate research thesis focused particularly on intersectional social inequalities and cultural diversity of youth in Canada. I also continue to be involved in various community service programs, including being a volunteer Board member for the Boys and Girls Club and a peer mentor to an at-risk youth.

As Payroll Program Assistant with the City of Brandon's Policy, Planning, Finance & Administration Division, I accurately and efficiently support fellow colleagues and other individuals on a daily basis through general administration and coordination, especially in the areas of data analysis, WSIB legislation, and HR policies.

I further developed these administrative and customer skills in my position as Leasing Specialist for a property management company. I worked for a summer in a high-volume, customer-oriented environment, acting as the first point of contact for many dissatisfied clients from diverse communities in a professional manner. From this position, I gained considerable experience with coordinating meetings, events, and staff schedules, payment processing, effective oral and written communication, and customer service skills.

I believe that my skills and work experience combined with a passion for supporting populations affected by various social inequalities will be an asset to your organization. Thank you for taking the time to consider this application, and I look forward to hearing from you in the near future.

Sincerely,

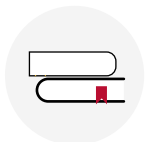
Elizabeth Misner



Elizabeth is targeting this role by

- showcasing her experience with youth through relevant knowledge and skills gained from both volunteer and academic experiences,
- demonstrating she has competencies in interpersonal and administrative areas by providing specific examples from previous positions.





2nd or 3rd  
Year



Skills from  
Academics



Previous  
Employment

## Amanda Pellegrini

myemail@queensu.ca • 123-456-7890

August 8, 2023

Region of Peel: Children's Services

Dear Hiring Committee,

I am applying to the Policy Intern position, which I discovered through the Ontario Public Service (OPS) website. I am particularly interested in working within the Ministry of Natural Resources and Forestry given my academic focus and interest in working with rural Canadian communities. I am excited to be part of how OPS is working through various initiatives to create policies that support growth in the use of renewable energy in rural communities.

Through my undergraduate degree in Global Development Studies, I have grown in my understanding of how policy intertwines with politics, economics and identity. I have taken foundational courses that include Global Environmental Transformations, a course that integrates social science perspectives on environmental topics such as energy, agriculture and urbanization. My upper year courses focused additionally on the political economy of resource extraction and policy advocacy in Canada.

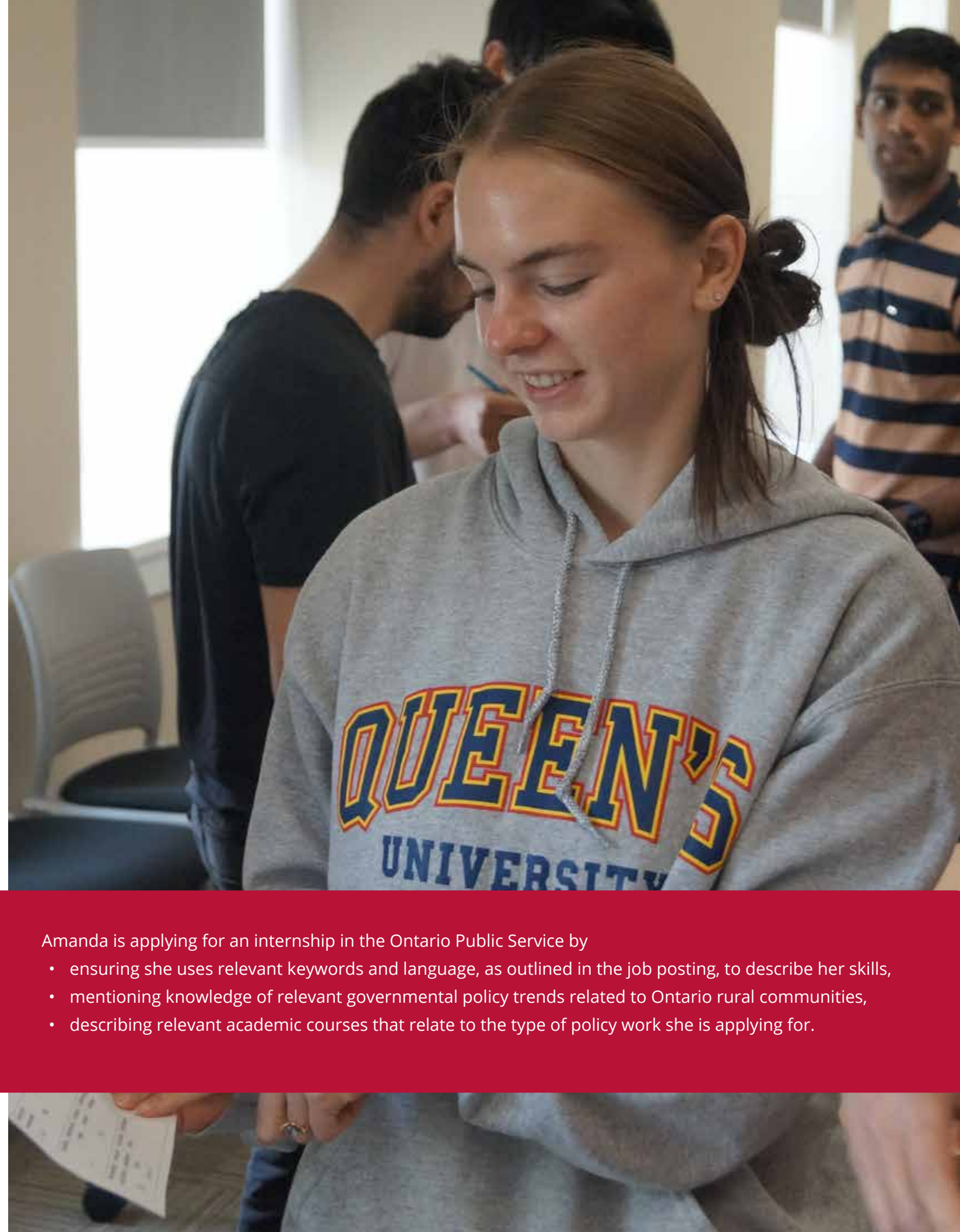
Through my role as Academics Commissioner for the Arts and Science Undergraduate Society, I established a successful track record for forming positive working relationships with students, faculty, administration, and other stakeholders, listening actively and providing solutions, as well as efficiently resolving conflict. I directly oversaw over 60 individuals in 30 different committees. In this role, I led the development and implementation of a process that increased the quality of students' participation in course evaluations, and better connected evaluation outcomes with course curriculum review cycle processes. I methodically gathered and analyzed historical data from the last ten years to develop recommendations and resolutions that ultimately informed the final version of the process. The success of the pilot year also provided the opportunity for me to present to other faculty society executives as well as to the Associate Dean of Teaching and Learning.

Furthermore, I have been successful in maintaining effective working relationships while prioritizing deadlines and projects. In my second year of university, I was elected to be House President of Smith House, which provided opportunities to influence and create residence policies that took into account university-level strategy, health and safety, as well as the perspective of Smith House residents. While balancing a full academic course load, I ran a house council of 12 students and represented the 271 students of my residence on several university committees.

My experiences have shaped me to be adaptable in new environments and to be solution-oriented in a variety of contexts. Working with this Ministry will allow me to contribute to public interests and, more importantly, to support sustainable economic growth that will benefit the well-being of Ontario's rural communities. I look forward to this opportunity to contribute to the Ontario Public Service through this role. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

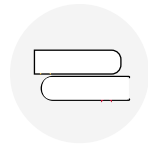
Amanda Pellegrini



Amanda is applying for an internship in the Ontario Public Service by

- ensuring she uses relevant keywords and language, as outlined in the job posting, to describe her skills,
- mentioning knowledge of relevant governmental policy trends related to Ontario rural communities,
- describing relevant academic courses that relate to the type of policy work she is applying for.





2nd or 3rd  
Year



Skills From  
Academics



Previous  
Employment

## Amanda Pellegrini

myemail@queensu.ca • 123-456-7890

August 8, 2023

Region of Peel: Children's Services

Dear Hiring Committee,

I am applying to the Policy Intern position, which I discovered through the Ontario Public Service (OPS) website. I am particularly interested in working within the Ministry of Natural Resources and Forestry given my academic focus and interest in working with rural Canadian communities. I am excited to be part of how OPS is working through various initiatives to create policies that support growth in the use of renewable energy in rural communities.

Through my undergraduate degree in Global Development Studies, I have grown in my understanding of how policy intertwines with politics, economics and identity. I have taken foundational courses that include Global Environmental Transformations, a course that integrates social science perspectives on environmental topics such as energy, agriculture and urbanization. My upper year courses focused additionally on the political economy of resource extraction and policy advocacy in Canada.

Through my role as Academics Commissioner for the Arts and Science Undergraduate Society, I established a successful track record for forming positive working relationships with students, faculty, administration, and other stakeholders, listening actively and providing solutions, as well as efficiently resolving conflict. I directly oversaw over 60 individuals in 30 different committees. In this role, I led the development and implementation of a process that increased the quality of students' participation in course evaluations, and better connected evaluation outcomes with course curriculum review cycle processes. I methodically gathered and analyzed historical data from the last ten years to develop recommendations and resolutions that ultimately informed the final version of the process. The success of the pilot year also provided the opportunity for me to present to other faculty society executives as well as to the Associate Dean of Teaching and Learning.

Furthermore, I have been successful in maintaining effective working relationships while prioritizing deadlines and projects. In my second year of university, I was elected to be House President of Smith House, which provided opportunities to influence and create residence policies that took into account university-level strategy, health and safety, as well as the perspective of Smith House residents. While balancing a full academic course load, I ran a house council of 12 students and represented the 271 students of my residence on several university committees.

My experiences have shaped me to be adaptable in new environments and to be solution-oriented in a variety of contexts. Working with this Ministry will allow me to contribute to public interests and, more importantly, to support sustainable economic growth that will benefit the well-being of Ontario's rural communities. I look forward to this opportunity to contribute to the Ontario Public Service through this role. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Amanda Pellegrini



Take advantage of your summer and gain valuable work experience with SWEP!

Learn more about the Summer Work Experience Program (SWEP) at [careers.queensu.ca](https://careers.queensu.ca)

Amanda is applying for an internship in the Ontario Public Service by

- ensuring she uses relevant keywords and language, as outlined in the job posting, to describe her skills,
- mentioning knowledge of relevant governmental policy trends related to Ontario rural communities,
- describing relevant academic courses that relate to the type of policy work she is applying for.



# WRITING YOUR BEST VERSION

After

Writing a strong cover letter involves developing some judgement about how to write about your own experience in a way that appeals to the reader and helps them understand why you are the ideal candidate. A great way to begin developing this type of judgement is to see an example of a cover letter before and after it was revised for a specific role.

## Before

**ALINA SARRAF**

111-222-3333 | myemail@queensu.ca

May 16, 2023

Dear Hiring Manager,

It is with great enthusiasm that I submit this application for an opportunity to work as the Community Engagement Assistant for the Marpole Neighbourhood House. I am applying to this position as I would love to work for an organization that gives back, especially to the community that means so much to me. Growing up in Marpole has defined who I am today, a passionate and hard-working Queen's University student, entering my fourth year in Political Studies. During my time at Queen's University, I have given back to the community through various volunteer positions on campus from Queen's Refugee Relief (QRR), to being a Peer Advisor for the Peer Academic Support Services program (PASS). Now that I have returned back home for the summer, I would like to continue to give back to the community.

I have demonstrated strong fundraising and marketing abilities through my volunteer work with Queen's Refugee Relief (QRR) and Inquire Publications, a social and political magazine on campus. Through both of these positions I have been in charge of holding events to promote the clubs around campus as well as raise money. During my time with QRR, I created and organized a coffee house concert to raise money for refugees within the Kingston community. The coffee house concert involved a lot of hard work and creative problem-solving skills.

Furthermore, last year I had the opportunity to volunteer with the NGO EcoPeace Middle East while I was on exchange. During this time, I had the responsibility to create a poster that would be used to highlight the pollution within the region and its water systems. I developed the creative idea and then adjusted according to the feedback I received. Thus, this shows I can self-motivate and work independently as well as adjust to feedback and work within a team. Additionally, I developed interpersonal skills as well as the ability to easily adapt to new places, people, and situations from studying and volunteering abroad.

I believe that I would be a great candidate for this position as I am a creative, hard-working and passionate individual. Marpole Neighbourhood House combines my interests and passion for sustainability and food security in the neighbourhood that I love so much. Moreover, I have gained so much from the Marpole community and I would be thrilled to be able to give back. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Alina Sarraf

**ALINA SARRAF**

111-222-3333 | myemail@queensu.ca

May 16, 2023

Dear Tina Low-Bearsky,

It is with great enthusiasm that I submit my application for the opportunity to work as the Community Engagement Assistant for Marpole Neighbourhood House. Not only do I have experience working with diverse groups of people and managing events, but I also grew up five minutes away from Marpole Neighbourhood House. My engagement and volunteerism in Marpole gives me a first-hand understanding of how the strength of relationships and the fostering of a sense of belonging contribute to an engaged and inclusive community – an understanding that will be invaluable for this role.

I fondly remember attending summer programs at the Marpole Neighbourhood House as a child, and it was at the House that I developed friendships with other youth with whom I keep in touch. When I started university, I decided to pursue extra-curricular activities that would allow me to create the same sense of belonging for others. This desire led me to two roles, through which I gained skills and experience in event planning which are essential for the Assistant position. I developed strong fundraising and marketing abilities through my volunteer work with Queen's Refugee Relief (QRR) and Inquire Publications, a social and political magazine on campus. In both positions, I was in charge of creating and curating creative events to promote specific social causes and to garner donations. During my time with QRR, I created and organized a backyard coffeehouse concert to raise money for refugees within the Kingston community. Not only did we raise approximately \$1000 from the event, but I was also able to consolidate relationships between Queen's students and community organizations such as Kingston Immigration Partnership. Successfully creating this event in a two-week timeline required strong organizational and multi-tasking skills, as well as creative flexibility, especially as I navigated unexpected challenges.

In addition to my experience in community engagement, my proficiency in working with and supporting people from diverse backgrounds makes me a strong candidate for the Assistant role. In my volunteer role with the NGO EcoPeace Middle East while I was on exchange in Tel Aviv, I was responsible for creating a poster that would be used to highlight the pollution within the region and its water systems. I developed the initial creative idea and then revised it according to the feedback I received based on the organization's needs. Working in a diverse office with staff representing over 10 countries, I was able to work independently while collaborating and aligning with the organization's strategic foci. Furthermore, as Peer Advisor for the Peer Academic Support Services program (PASS), I honed skills in attentive listening and empathy while I advised fellow students in academic procedures and decisions, such as their course and degree plans. My ability to adapt to new places, people, and situations from studying and volunteering abroad with people from diverse cultural backgrounds will be advantageous as your organization serves a diverse population.

I believe that I would be a great candidate for this position because I bring a creative, hard-working, and passionate approach to my work. Marpole Neighbourhood House combines my interests and passion for community development, and I am excited to contribute to the continuation of inclusive and accessible programs that support a diverse group of community residents. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Alina Sarraf

## Use Your Judgement

What changes did Alina make to improve her cover letter?  
Can you find 4?



## Let's take a closer look at the changes Alina made and why they are impactful.

### 1. Shortened the introduction paragraph

By shortening the first paragraph, Alina made her letter easier to skim and increased the impact of her introduction

### 2. Explained her personal connection

Adding her personal connection to the organization and area shows that Alina has first-hand experience with the history, culture, and needs of the community. She also describes her understanding and appreciation of the organization. This experience is something an employer can't train and so these details will likely help Alina stand out from other applicants.

### 3. Highlighted her project management experience

Through drawing attention to her project management experience, Alina is showing the reader that she not only has experience with the main tasks of the role she is applying for, but also that she was successful.

### 4. Added specific and quantifiable accomplishments

By adding accomplishments, with quantified results, Alina is providing evidence of her success. Consider the difference between stating you were part of a team that was "able to raise funds" and you were part of a team that "raised approximately \$1,000." The latter is more effective.



### 5. Detailed her international experience with an NGO

The details Alina added about her role with the NGO give a lot of credit to her statement that she can work successfully with people from diverse backgrounds.

### 6. Described her ability to work with others

By being specific, using the terms "active listening" and "empathy", Alina demonstrates her ability to support others with more significance than stating she can work with others. This skillset is particularly important to the position with Marpole House, so it makes sense that she would draw attention to it.

### 7. Outlined her role with PASS

Given that supporting others and working with people from diverse backgrounds is a critical part of the role with the Marpole House, this additional evidence of Alina's ability to work with others, solidifies her awareness of potential differences between cultural backgrounds and makes it clear why she would be successful in the role.

### 8. Related her skills and experience to the needs of the role

Through making direct links between her experience and the requirements of the role, Alina makes it easy for the employer to understand that she has the experience that they are seeking. Alina shows how her skills and experience align with the employer's need.



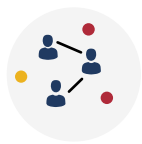




Skills From Academics



Work or Study Abroad



QUIP

## ESTER SCHMIDT

November 5, 2023

Toyota Motor Manufacturing Canada

Dear Hiring Manager,

I am a civil engineering student at Queen's University, currently in my 3rd year of study. I am enrolled in the Queen's Undergraduate Internship Program and am eager to apply for the position of Global Environmental Compliance and Sustainability Intern with Toyota Motor Manufacturing Canada (TMMC). I bring a demonstrated record of technical knowledge integrated with my passion for sustainability issues that is a fit with TMMC's value of environmental responsibility, which is integral to all plant operations and required of all employees to put into practice.

This position is greatly appealing because I am eager to contribute my passion for environmental stewardship through industry-driven sustainability programs. Throughout my studies, I have strived to integrate sustainability with environmental awareness in all projects, as demonstrated by my modular housing project. I managed the project from start to finish, balancing technical design with other considerations such as environmental and social impact, budgeting, and project management with various stakeholders such as contractors and construction workers.

My experience with Science Quest displays my strong management skills, which are essential for this position at TMMC. As Business Director in 2016, I was recognized for developing a strong Science Quest community by fostering positive lasting relations with over 1200 individuals, corporate sponsors, staff and alumni. I worked closely with staff to produce and present creative, engaging STEM-based programs suitable for all skill levels. Additionally, I was commended for successfully managing director responsibilities including reporting, performance analyses, and formal written documentation for business records, with little supervision. My position demanded adaptability and organization as I needed to effectively complete my personal duties while still remaining accessible at all times to support staff through challenges and daily responsibilities.

I am excited about the possibility of working for a company recognized as one of Canada's Top 100 Employers and contributing to an organization that is driving the future of the automotive industry to be more sustainable and energy efficient. If you have any questions regarding my experiences or qualifications, please feel free to contact me at [e.schmidt@queensu.ca](mailto:e.schmidt@queensu.ca) as I am currently completing a Study Abroad at the University of Leeds in the United Kingdom. I welcome an opportunity to meet with you through Skype, or in person if possible. Thank you for considering my application.

Sincerely,

Ester Schmidt



Need an outstanding resume to go with your cover letter? Learn to highlight your unique skills and experiences at a Career Services "Ramp up your Resume" workshop.  
[Learn more at careers.queensu.ca](https://careers.queensu.ca)

Ester is targeting QUIP internships related to sustainability and environmental compliance by

- specifically highlighting her modular housing project to emphasize application of principles of sustainability and environmental awareness,
- clearly identifying management and interpersonal skills gained through extracurricular leadership activity,
- connecting meaningfully with company value of environmental stewardship.







First year



Technical skills



Extracurriculars

## Simon Thomas

myemail@queensu.ca • 123-456-7890

August 3, 2023

Department of Communications  
Queen's University

Dear Hiring Committee,

I am applying for the marketing and design work study position (Job ID 86534) and I am confident that my qualifications in the publication design field make me an ideal candidate for this position.

For the last two years, I have been the editor-in-chief of my high school yearbook, dedicating well over six hundred hours in total. Creating the yearbook is a huge project that requires combining the efforts of at least sixty students to write copy, take pictures, create layouts, and create advertisements all within a set of very tight deadlines. I personally have taught students how to use industry standard publishing programs such as Adobe InDesign and Photoshop. I am able to communicate my ideas to students and teachers in order to have design continuity across the yearbook.

Additionally, I have been the layout designer and a journalist for my school newspaper this past year. I dedicated around twenty hours during the last week of every month to create and deliver a thirty-page issue on time for print, collaborating with graphic artists and writers to ensure I added all their content. I have even maintained straight As in my academics while balancing these other commitments by effectively managing my time.

I had no intention of immersing myself in marketing and print design years ago when I began making posters advertising student council events, but it has rapidly grown into my primary extracurricular activity and a passion for me as I have gone on to design entire books and magazine layouts. In the past year, I have extended my skills to include building websites and blogs from scratch. I have created an online portfolio showcasing some of my strongest projects at [simonthomas.github.io](https://simonthomas.github.io).

For this position, I am very excited to focus on the annual magazine. I am passionate about getting students involved in their school community, and I have previously organized and advertised a club fair. I can create effective and easy to read infographics, just as I have showcased on my website. On top of that, my experience working on large projects with lots of people and against tight deadlines has taught me to communicate my ideas with others clearly and work in a timely efficient manner.

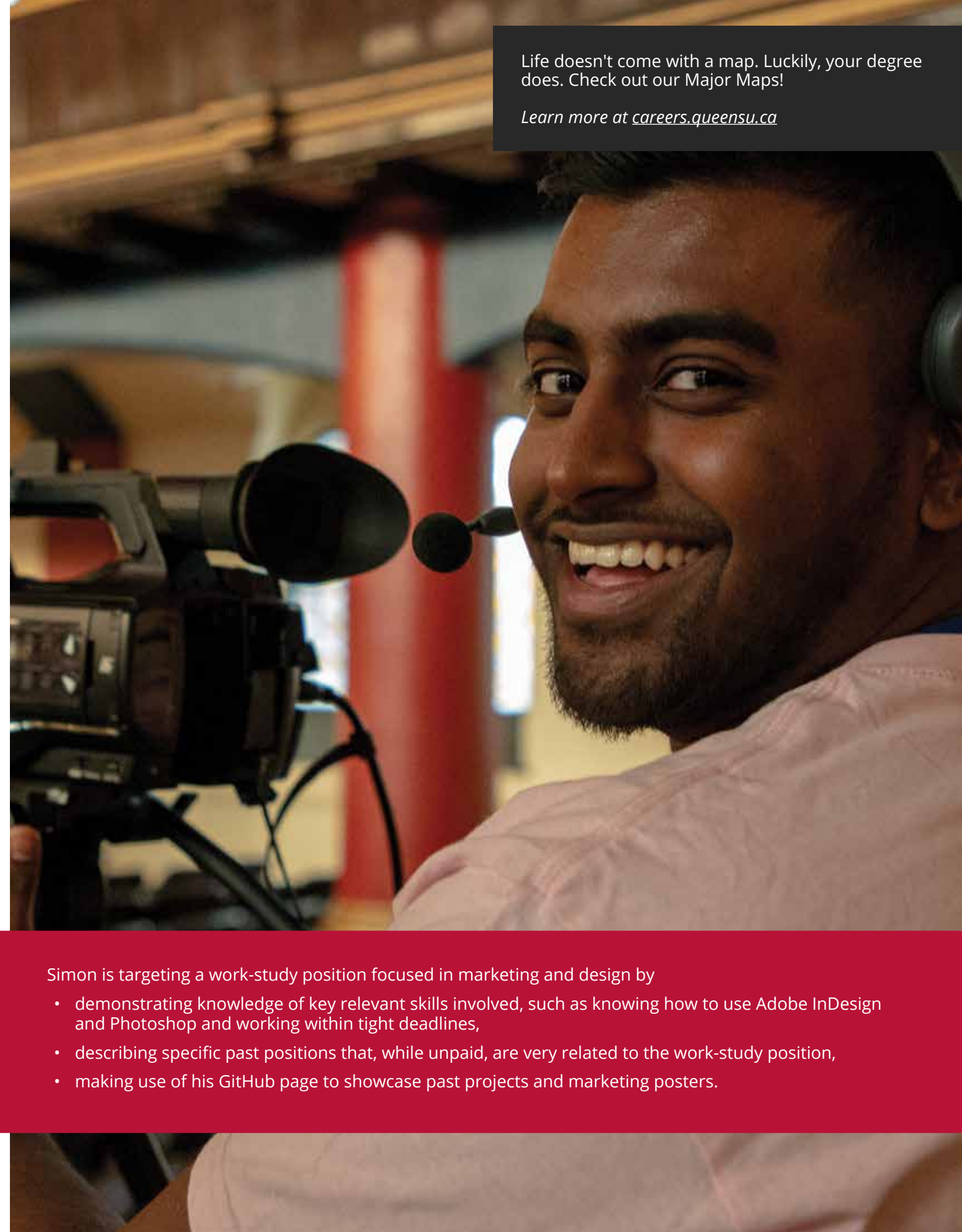
Thank you for taking the time to review my application and portfolio. I have also attached my résumé and the email detailing my work study entitlement. I look forward to hearing from you at your earliest convenience.

Sincerely,

Simon Thomas

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Simon is targeting a work-study position focused in marketing and design by

- demonstrating knowledge of key relevant skills involved, such as knowing how to use Adobe InDesign and Photoshop and working within tight deadlines,
- describing specific past positions that, while unpaid, are very related to the work-study position,
- making use of his GitHub page to showcase past projects and marketing posters.





Graduating  
Year



Previous  
Employment

## LAURYN NAGLE

123-456-7890 | myemail@queensu.ca

July 22, 2023

Student Experience Office

Dear Hiring Team,

I am writing to express my interest in the Coordinator, Bounce Back Program posting at Queen's University. I heard about the position through Maya Barry, who encouraged me to apply. I am very passionate about creating positive spaces within the community that provide every individual access to further learning and the opportunity to develop new skills. I appreciate that the peer programs offered by the Student Experience Office provide vital and accessible services to all students.

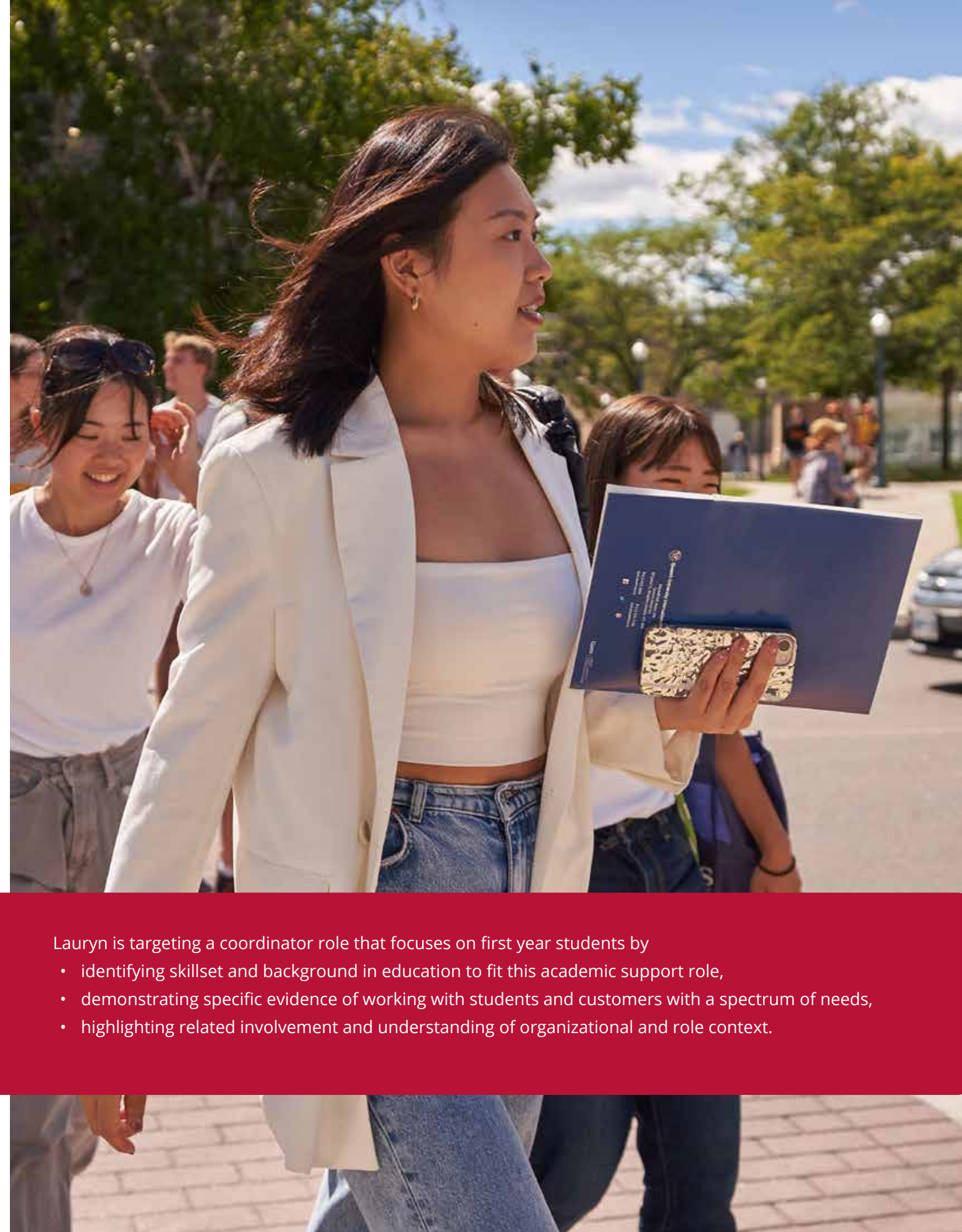
I have experience teaching individuals of all ages and walks of life in a variety of settings in the education, performing arts, and literacy fields. In each role, I have taken pride in demonstrating positivity in all interactions with clients, supervisors, and other staff whether in person, over the phone, or via email. Most recently, I have been teaching literacy and basic skills classes for over 40 adult learners, including implementing new learning strategies to enhance learning, as well as supporting over 20 clients weekly working towards employment with individualized writing support.

I have deep knowledge of the student experience at Queen's, having been involved in student leadership and many clubs during my degree. Particularly as an Usher Captain, I have been supervising Front of House staff and volunteers at The Isabel Bader Centre for the Performing Arts, leading them in providing top quality customer service to guests. I have also been the point-of-contact for student leaders hosting big events at The Isabel, connecting them with appropriate on-campus resources. Last summer, as YMCA Program Coordinator, I supervised program staff and volunteers and ensured the safety and inclusion of all Club members. Through these positions, I have demonstrated both the ability to respond appropriately, especially in the face of complaints or conflict, in a variety of fast-paced environments and the capacity to lead others. I truly enjoy helping others and I attribute much of my success to regularly considering what can be added to or enhanced in programs and services to make them more relevant to clients.

Further details of how I have developed my skillsets and the initiative necessary for success in this position are outlined on my attached resume. I look forward to the opportunity to meet with you to discuss the strengths that I can bring to the Coordinator position. I am available by phone at 123-456-7890 or email at lauryn.nagle@gmail.com, but because I wear hearing aids, I would prefer to be contacted via email. Thank you for your time and consideration for this position.

Best regards,

Lauryn Nagle



Lauryn is targeting a coordinator role that focuses on first year students by

- identifying skillset and background in education to fit this academic support role,
- demonstrating specific evidence of working with students and customers with a spectrum of needs,
- highlighting related involvement and understanding of organizational and role context.





Technical skills



Extracurriculars



Previous Employment

## Dana Estrada

myemail@queensu.ca | GitHub: destrada.github.io

Intel  
City, Province

Dear Hiring Manager,

I am applying for a 16-month internship with Intel as a Software Developer, where I can contribute my well-rounded skill set and knowledge in computer programming. As a programmer with a strong passion for back end computing, particularly data structures, algorithms and artificial intelligence, I am excited for the opportunity to be part of the innovative culture at Intel.

Due to my strong problem solving and logical thinking skills, my greatest strength in computer programming is algorithms. What began as a curiosity in high school computer science courses has led me to pursue further studies in computing, particularly exploring the intersection of software technology and the evolving nature of data. My high academic achievement has enabled me to work as a Teaching Assistant for a first-year programming course in the Queen's School of Computing, a position in which I mark student work, run labs and help sessions, and give class lectures when the professor is unavailable due to extenuating circumstances.

I have deepened my technical knowledge outside of the classroom as a web developer with Queen's Baja SAE, a multidisciplinary team which designs and builds a small off-road vehicle for international competition each year, as well as testing and maintaining cars from past years throughout the year. I rebuilt the team's website using the Drupal CMS, and am now creating a long-term strategic technical plan for regular updates and improvements. As part of the Design and Testing team, I lead the creation of efficient and innovative designs, performing detailed, strenuous and complete testing on parts that I build, and constantly thinking of ways to improve the design, manufacturing, testing, and maintenance phases of the vehicle's construction.

In addition to my work in programming, other volunteer and work roles have provided me with a wide variety of transferrable skills. In summer positions as a counsellor, prep cook, and then head chef at Birchlake Youth Camp, I obtained invaluable leadership skills by planning programs and canoe trips, supervising camp activities, working on a team of kitchen staff to prepare meals for up to 400 people, and then training and leading the kitchen team. In addition to my leadership experience, I performed many administrative tasks as head chef including budgeting, placing large orders with food and equipment supervisors, and maintaining kitchen equipment. My experience in an industrial-scale bakery at Costco Wholesale also honed my skills in cohesive teamwork in a fast-paced environment. My experiences have developed both technical expertise as well as interpersonal and administrative savviness, the combination of which I see as essential to the software development industry.

Thank you for considering my application, and I look forward to hearing from you. I believe that my diverse work experience and rich talent in computer programming makes me an ideal candidate for an internship with Intel. I am available for contact by phone or email, and hope to meet in the near future for an interview. Attached in the following pages are my resume as well as all relevant academic transcripts.

Sincerely,

Dana Estrada



Dana is targeting QUIP internships focused around software development by

- showing dedication to growth of technical skills outside of academic work,
- highlighting range of transferrable skills developed in a wide variety of experiences that contribute to their creative and innovative approach.





Graduate Student



Extracurriculars



Skills From Academics

# Riley Bell

123-456-7890  
myemail@queensu.com

January 31, 2024

Calgary Public Health

Dear Hiring Committee,

I am writing this letter in reference to completing my summer practicum placement within your organization. I am a current Master of Public Health candidate at Queen's University, and am extremely passionate about bringing my skills and knowledge to Calgary Public Health (CPH). The practicum placement opportunity is particularly intriguing for me, as it will focus on assessing community needs, planning health promotion activities, and providing services for community members.

For the last five years, I have focused on learning about health and health promotion. In my Life Sciences undergraduate degree, I explored the many aspects of human health through courses focused on mental health, nutrition, epidemiology, and physical exercise. I chose to pursue further studies in public health to grow more knowledgeable in how to bridge evidence-based research into action that improves health and wellbeing for all members of society. All of these courses have allowed me to gain a deeper understanding of public health and its role in improving the overall health of the population.

I have grown my expertise in working in an applied health promotion setting through a deep commitment to the Queen's Zumba Club in multiple volunteer executive positions. I am enthusiastic about this program as it provides subsidized Zumba classes to students as a way of promoting positive mental and physical health within the often high stress environment of university. As I work to expand partnerships with community partners in my latest role as Vice-President, I reflect on how impactful the Zumba program has been for over 200 participants in the last few years, many of whom continue from year to year. I have been enthusiastic in creating explicit expectations for a safe and respectful environment that all club members agree to when they join, so that it is an activity that anyone can access.

I understand that working in public health is a form of advocacy that requires strong interpersonal skills, as well as an adaptive ability to work within structures and constraints. My involvement in the club has taught me many lessons in collaboration with fellow executive members, as well as with community organizations and university officials. Over my time involved, I have led and supported our club in successfully navigating and overcoming logistical and financial challenges, while remaining professional, organized, and positive-minded.

I believe my knowledge of public health programming and my interpersonal skills make me a strong candidate for the position. I am eager to explore this opportunity and can be reached at 123-456-7890 or via email at myemail@queensu.com if you have any further questions.

Sincerely,

Riley Bell

Trying to land a professional opportunity in your field of interest? Search part-time, summer, and after-grad job postings in MyCareer.

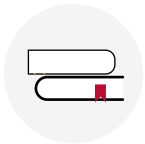
Learn more at [careers.queensu.ca](https://careers.queensu.ca)



Riley is targeting a summer practicum placement related to public health by

- demonstrating understanding of the field of health promotion and the focus of the role,
- identifying how long-term involvement in the Zumba Club has grown expertise in the area of health promotion,
- highlighting relevant coursework that forms a good foundation for the work she will do with the organization.





2nd or 3rd  
Year



Extracurriculars

## Victoria Trimmer

123-456-7890  
victoriatrimer@hotmail.com

May 24th, 2023

Ryta Nkoli  
Director of Recreation  
Inclusion Alberta

Dear Ms. Nkoli,

When I visited your office yesterday, I learned of an unexpected vacancy for the position of Inclusion Facilitator. I am drawn to how this position directly benefits the youth involved, to support them in being able to play games and sports outdoors, and to socialize with other youth. I am available for work from May 28th until September 1st, 2019, when I will be returning to full time studies as a 4th year undergraduate student at Queen's University.

I was introduced to the idea of total inclusiveness when I joined the Garry Oak Sea Scouts. The inclusion of all youth, regardless of race, gender, or ability, is the most basic social law of scouting, and I am passionate about how scouting is accessible to all individuals. One of my fellow Sea Scout leaders is also an Autism Behaviour Interventionist, and I had the opportunity to volunteer regular afternoons with her and the youth in her care. Through playing disc golf, camping, or hiking, I got to know some of the youth quite well. I also learned some of her chief methods that made her so successful in what she does – namely, patience and clear, consistent communication.

Working with Science Venture as a Junior Counsellor taught me how to develop and lead activities in which all youth were motivated to participate. I have developed a variety of strategies to encourage reluctant youth to try new activities and to enjoy themselves as part of their peer group. In the process, I have also come to understand the strength of empathy and finding common interests in creating an inclusive community.

I believe that my skills and experiences make me an individual well suited for this role with Inclusion Alberta. I look forward to sharing further of how I can contribute to your organization.

Sincerely,

Victoria Trimmer



Victoria is targeting this role by

- specifically outlining how they found out about the role,
- expressing her understanding of the organization's value in creating an inclusive environment for youth to socialize through sports and games,
- demonstrating ability to work with youth, and particularly with the targeted population as indicated in the job description.

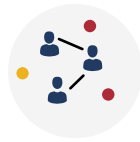




Skills From Academics



Previous Employment



QUIP

# IMANI SHAH

111-333-2222  
i.shah@queensu.ca

Frank Casey  
HR Executive  
PAKO Group – Canada

Dear Mr. Casey,

I am writing to express my interest in the twelve-month internship, process engineer position (Job ID: 234351), with PAKO Group – Canada, in Merrickville, Ontario.

In August of this year, I visited family in Southern Tanzania. In their community, I witnessed how a PAKO project greatly helped improve the quality of life of the residents through the development of a hydro electrical plant, creating continual access to electrical power which supports the economic growth in that community. I was truly impressed by PAKO's process of and commitment to working with communities, and its social responsibility in the region.

I thrive in taking on challenging projects. In my role with Stanto last summer, I worked in a fast-paced environment with competing priorities as I was part of three projects simultaneously. On one particular project, I had to learn to use a new operation system in order to carry out specific technical evaluations. I was commended by my supervisor for learning quickly and for producing high-quality work while meeting tight deadlines. I intend to bring the same work ethic to PAKO and look forward to the opportunity to build and sustain strong team relationships with global team members.

Through my Chemical Engineering projects and courses, I have learned to problem solve effectively and use logic to methodically identify issues and propose innovative solutions. Regularly tackling these complex problems means I can work quickly and independently in any type of situation, and am able to respond appropriately as needed.

As chair of a student-led conference, I was challenged with managing the logistics, budgeting and marketing, which included hiring and managing a team of eleven student directors who managed subcommittees. We worked cohesively as a team to create, manage, and communicate an engaging experience for all its attendees. I understand what it takes to work under pressure in a group setting in order to meet and exceed set benchmarks.

Once again, I would like to express my sincere interest in a Process Engineer Internship with PAKO Group. I welcome the opportunity to meet with you and discuss the value that I can bring to PAKO. My accomplishments and qualifications are further detailed in the attached resume for your consideration. Thank you for considering my application.

Sincerely,

Imani Shah

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Imani is targeting a process engineering QUIP internship by

- sharing a unique personal experience of how they became interested in the company,
- establishing a track record of competency in skills relevant to position, such as initiative, problem-solving, and teamwork,
- demonstrating project management skills through specific leadership role as chair of a student-led conference.





Graduating Year



Skills From Academics



Previous Employment

# NATASHA WILLIAMS

123-456-7890

February 22, 2023

Montreal Transit

Dear Hiring Manager,

I am applying to the Data Analyst role with Montreal Transit as I believe I am a strong candidate to join your team. I bring the right fit of skills, qualities, and experiences as well as a strong foundation in geography and environmental studies to take on the unique challenges of this position. My aptitude for analyzing and extracting insight from quantitative and qualitative data through a spatial lens, as well as my ability to work with and lead others in projects, have enabled me to utilize data and information to make a social impact. I am excited to be in a role that makes a meaningful contribution to the prosperity and sustainability of the Montreal region through high quality mobility options. I particularly look forward to contributing creative solutions that further Montreal Transit's goal in expanding and transforming how communities and cities are connected.

I am particularly fascinated by how transportation networks can intensify urban development which results in sustaining the region's agricultural system and improves community health and sense of belonging. Montreal Transit's Red Line Transit project is of particular interest to me as I grew up in this area and am intimately familiar with the issues that have emerged in these communities related to both transportation and socioeconomic factors. This motivated me to write a critical analysis about this project's benefits to community health, prosperity and environmental sustainability as part of my fourth year thesis. I believe the careful use of appropriate data and analytical methods bring about relevant insight that contributes to high quality and efficient transportation services. It has been my goal to learn and work in an environment, such as Montreal Transit, where I can help improve mobility options for residents of the city.

Last summer, I had the ability to work on several data intensive projects with eHealth Montreal as a summer student in the IT Deployment and Controls team. The main focus was to deploy clinicians into one of eHealth Montreal's largest services, MedOnline. I wore multiple hats as I managed Personal Health Information (PHI) data with a great deal of detail and accuracy using Microsoft Excel and Access, while assisting in constructing and implementing a new customer relationship management (CRM) system that required me to be detail oriented in importing a large number of new accounts and contacts into the system. Additionally, I took initiative to consolidate the onboarding process for several products that are jointly operated by eHealth Montreal and MontrealMD. These experiences allowed me to work with stakeholders who had competing opinions and take part in key strategic negotiations. Being successful at each of these projects required me to work co-operatively with multiple departments and manage my time to meet critical deadlines.

I believe that my diverse professional experiences, and knowledge of data analytics and GIS systems, will make a valuable contribution to Montreal Transit. Thank you for reviewing my application. I look forward to a further opportunity to discuss my qualifications or experience.

Sincerely,

Natasha Williams



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*Learn more at [careers.queensu.ca](https://careers.queensu.ca)*

Natasha is targeting a specific Data Analyst position by

- explaining that she understands the impact of transportation on communities in multiple ways, especially by connecting her personal experience of growing up in the area,
- demonstrating technical knowledge and interpersonal skills that are essential to this position,
- speaking to the organization's role in its industry.





First year



Technical skills



Previous Employment

# NAVIN SLAKLAS

123-456-7890 | myemail@queensu.ca

January 24, 2023

Elsa De Laurentiis  
Associate Director  
Sarafinchin Consulting Engineers

Hello Ms. De Laurentiis:

I had the opportunity to talk at length with Al Smith at the Queen's Engineering and Technology Fair about Sarafinchin. He provided a great deal of insight about the company and explained the criteria for success for engineers in your field. My understanding is that Sarafinchin requires passionate and determined employees, and I am confident I would be an excellent fit for your team.

I am a self-directed learner and learn quickly on the go – as a member of the Queen's Baja SAE Electrical Team, I am jointly responsible for the programming and electronics of the off-road vehicle. Before arriving at Queen's I had never worked with circuits or coding, but am now currently programming an on-board GPS to give the driver real-time speed and lap information. If I am unsure how to solve a problem, I simultaneously review with those more experienced and research on my own. I also have experience working outdoors and in harsh weather – I have also worked in construction, which involved digging trenches, pouring foundations, and transporting supplies to a water access-only cabin in North Vancouver.

I believe I possess numerous skills and qualities that would make me a valuable asset to your team. I strive to be hardworking, dependable, and diligent in any kind of work I do. These skills are exemplified through my experience working as a Park Worker at Mt. Seymour. When another employee quit unexpectedly, I volunteered to take on their responsibilities and worked for 12 straight days before another member could be hired to fulfill the role. I was promoted from my initial position after less than two weeks on the job due to the nature of the tasks I completed and the quality of my work.

In addition, my adaptive communication skills enable me to work well with clients in any situation. In my first week at Science World, I was approached by a secret shopper while walking to the office and was asked to give a scientific explanation of an exhibit. I received commendation for the quality of my responses and my professionalism, even before I received any formal training on how to present the galleries.

I understand Sarafinchin not only requires someone with strong technical qualifications, but the ability to adapt to environments of varying conditions. I hope to be able to contribute my skills and experiences to this role at Sarafinchin. I look forward to the opportunity to meet with you.

Best Regards,

Navin Slaklas

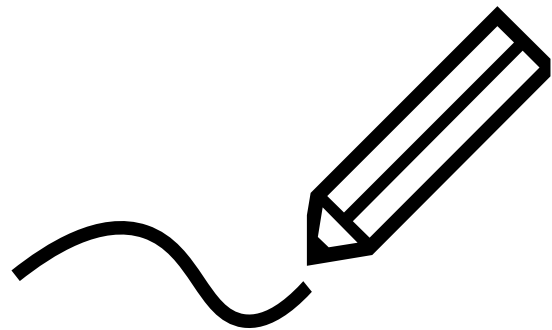


Navin is targeting summer work with a specific company by

- highlighting his attitude and skills fit with the company, personalizing his knowledge by referring to conversation with a current employee,
- telling stories that demonstrate specific traits and abilities that enabled him to meet and exceed job expectations successfully in the past.



# ONE PERSON, THREE COVER LETTERS



## EVENT STAFF FORK & SPOON CATERING

### JOB DESCRIPTION

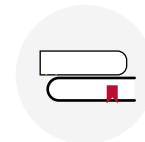
At Fork & Spoon, we cater weddings, corporate events, and private parties. May to September is our peak time—we cater up to five weddings every weekend. We are seeking experienced, part-time bartenders and servers to help us deliver an unforgettable guest experience. Event Staff are in charge of front-line service and assisting clients at our events. Responsibilities include tending bar and bussing tables, ensuring excellent levels of customer service, and the setup and cleanup at events. Ability to work on a team, conflict management and strong interpersonal skills are essential.

Duties and responsibilities include the following:

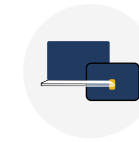
- Set up event venues as instructed by direct supervisor.
- Assist guests in finding their designated seats and with specific concerns related to their enjoyment of the event.
- Serve food and beverage to patrons in a quick and efficient manner. Clear the table between courses and as needed, assisting guests throughout the dining experience.
- Help team clean up venue after guests have left.

Education and/or Experience:

- 1 year related customer service experience.



2nd or 3rd  
Year



Previous  
Employment

**Alyssa Deusdado**

123-456-7890

myemail@gmail.com

April 26, 2023

Fork & Spoon Catering

Re: Event Staff with Fork & Spoon Catering Company,

Please accept this letter and attached resume as my application for the position of Event Staff with Fork & Spoon Catering. I derive great satisfaction from engaging and communicating with individuals, therefore serving is an ideal employment opportunity for me. This position appealed to me because I will be able to interact with a variety of clients and contribute to creating a memorable experience at their special events.

I have hospitality experience in a variety of roles. At Kerry Glen Golf Club, I have been part of a core team of 12 people to staff special events, particularly weddings. My ability to multitask effectively was an asset that helped particularly during the busy summer season. I also worked as a restaurant server at Kerry Glen, which included serving, bartending, and assisting with set-up and delivery of special events. What I have found to be the most invaluable skills are strong interpersonal and communication skills in working with both colleagues and customers, especially in the midst of chaos and unexpected challenges. My familiarity with the customers and culture of the Golf Club also helped me to tailor personalized customer service that made customers feel welcome and known.

As a Program Assistant with the Queen's Student Experience Office, I was one of the first staff members who welcomed Queen's students and their families prior to the start of first year. As part of a team, I helped to provide a welcoming, informative, and enjoyable summer orientation for over 500 incoming students and their families. This involved communicating with other campus departments and groups, communicating with professors, booking venues, planning and developing presentations.

I excel at anticipating needs and taking initiative to do what is needed to achieve goals. This strength has enabled me to work effectively in fast-paced, time-sensitive environments. I look forward to sharing more of my experience and qualifications for this position of Event Staff with Fork & Spoon Catering Company. Thank you for reviewing my application.

Sincerely,

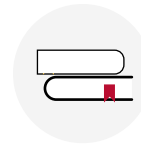
Alyssa Deusdado

Alyssa is targeting a role in hospitality by

- using key words from the job description to highlight her applicable experience,
- focusing on her interpersonal and people skills,
- using her co-curricular involvement and paid work experience to demonstrate her customer service skills.



# 2 FOOD ASSISTANCE COORDINATOR



2nd or 3rd Year



Skills From Academics



Extracurriculars

## JOB DESCRIPTION

Cambridge Food Bank's Food Hamper program provides food assistance to community members in need. We are looking for a driven individual who is interested in community support services to lead various projects and help manage our warehouse operations. The role of Summer Food Assistance Coordinator entails distributing food hampers to an average of 75 households per day, evaluating the program and collecting statistics through focus groups, and collaborating with food programs at our community centres. We are seeking someone who is independent, compassionate, and possesses the cultural awareness needed to work effectively with diverse populations.

### Key Responsibilities:

- Help staff and volunteers deliver food hampers to households.
- Assist with intake and volunteer tasks as needed.
- Run focus groups to evaluate the program and synthesize the information into bi-monthly reports.
- Help improve program implementation strategy for upcoming year.
- Collaborate with community food programs at community centres.
- Lead communications projects that deliver our message and programs to diverse audiences.

### Education and/or Experience:

- Interest in health promotion an asset.
- Experience working in a warehouse setting an asset.

Alyssa is targeting a Food Assistance Coordinator role by

- highlighting relevant academic coursework, co-curricular activities, and volunteer experiences to demonstrate her knowledge of food security,
- focusing on roles which emphasize her experience using compassion and sensitivity with vulnerable populations,
- describing her skill in teaching and interacting with audiences, specifically with sensitive topics.

May 4, 2023

Lee Fraser  
Food Hamper Director  
Cambridge Food Bank

Dear Mr. Fraser,

Please accept this letter and attached resume as my application for the position of Summer Food Assistance Coordinator with the Cambridge Food Bank. This position appeals to me because of my passion for combatting food insecurity in Canada, especially in my own community.

I hope to pursue a career in public health and policy, with a focus on combatting food insecurity. My original interest in food security stemmed from volunteering with Southwestern Public Health, planning events to promote healthy lifestyles among youth. My knowledge was furthered in my first-year politics course, when I wrote an essay on food security in Canada that analyzed food assistance programs and their sustainability. This essay encouraged me to take additional politics and health promotion courses, as well as an environmental science course that analyzed food systems, food security, food sovereignty, and sustainability.

I have gained firsthand knowledge of food security in the Kingston context, which was expanded through my participation in the Kingston Rotary community program. This program focused on understanding and addressing needs in the Kingston community through service learning. I volunteered with Kingston Community Health Centres (KCHC) specifically in their food security initiative, conducting focus groups and interviews of local residents and evaluating ongoing food program initiatives in Kingston elementary schools. This experience helped to put a human face on policy and statistics and led me to understand more deeply the intersection of conditions that lead to food insecurity. I also expanded my event coordination skills through planning the conference "Feeding 9 Billion" at Queen's, a full day conference bringing Canadian postsecondary students together to focus on creating sustainable innovations and solutions to feed 9 billion people by 2050. This experience also sharpened my focus on the issues of food security in Canada, particularly within vulnerable populations.

Effective interpersonal communication is a strength for me, and it has helped me to be successful across a variety of roles working with diverse individuals and groups of all ages. Whether it was helping to plan a welcoming and informative summer orientation for over 500 incoming students and their families or facilitating discussion around mental health and wellness, I know what it takes to coordinate programming with others and how to show care in a compassionate and non-judgmental manner.

I hope to one day enact political changes surrounding food security, but I truly believe sustainable changes first come from understanding a community and its needs. I look forward to the opportunity to further explain my qualifications and skills that align with the Summer Food Assistance Coordinator role. Thank you for reviewing my application, and look forward to hearing from you to discuss my suitability for the position.

Sincerely,

Alyssa Deusdado

**Alyssa Deusdado**

123-456-7890

myemail@gmail.com



# 3 COMMUNITY ENGAGEMENT COORDINATOR SUSTAINABLE LONDON REGION



**Alyssa Deusdado**  
123-456-7890  
myemail@gmail.com

## JOB DESCRIPTION

At Sustainable London Region (Sustainable LR), we work with local organizations to incorporate sustainable practices into their business plans. The Summer Community Engagement Coordinator will assist in planning and implementing Sustainability Initiative events and help analyze greenhouse gas reduction targets to inform discussions amongst the Climate Action LR team. To be successful in this role, one must be passionate about carbon reduction and channel this passion into planning events, helping to create communication materials, and working with various stakeholders.

### Responsibilities:

- Event coordination, including registration and attendee logistics.
- Assisting the Climate Action LR team with online content creation.
- The planning and creation of communication materials that effectively reach target audiences.
- Managing various communications projects and ensuring that they are completed on time.
- Soliciting and synthesizing the stakeholder feedback to inform the Climate Action LR team's goal setting.

### Necessary experience:

- Strong organizational and time management skills.
- Ability to effectively lead a team and manage team progress to ensure all goals are reached.
- Event coordination experience a valued asset.

May 24, 2023

Hannah Evans  
Director  
Sustainable London Region

Dear Ms. Evans,

Please accept this letter and attached resume as my application for the summer position of Community Engagement Coordinator with Sustainable London Region (Sustainable LR). This role will allow me to contribute to current sustainable initiatives in the London area, including the community engagement strategy for ClimateActionLR. I have applied my passion for community engagement by continuing to be involved in my community, whether I am volunteering, chatting with my neighbours, or visiting local businesses.

I took an environmental science course this past term that discussed international food systems and agriculture, which has expanded my understanding of the connection between resource-intensive human consumption and economic policy. This has furthered my passion for the environment and solidified my goal to pursue a public policy career with a focus on food security and sustainable food systems.

I possess extensive program coordination and event planning experience, which will be strong assets for this role. Last summer, I helped to organize a successful orientation for over 500 attendees. Planning involved liaising with other faculties, departments and staff, planning and developing tailored presentation content. In this role, I also planned and implemented the first-year transition program QSuccess. After soliciting feedback and conducting an environmental scan, I developed a curriculum guide for the mentorship aspect of the program, engaging 21 first-year mentees with upper year student mentors whom I interviewed, trained and supervised. I am an individual who derives great satisfaction from planning and implementing events, leading and working with a team, and communicating with community members.

I believe that to improve our communities we must first understand them. I appreciate that Sustainable LR also follows this practice—I feel that receiving community and stakeholder feedback on greenhouse gas reduction and sustainability techniques is crucial to create sustainable, creative, and well-used techniques and well-attended events. I gained extensive experience in listening to and working with stakeholders to develop events and comprehensive programming, while leading teams to accomplish goals effectively, particularly through my roles as Team Leader for Peer Health Educators and as Assistant Summer Coordinator.

I believe I am a great fit for this position and would appreciate the opportunity to further explain my qualifications and skills that align with the Community Engagement Coordinator role. Thank you for reviewing my application, and I look forward to hearing from you to further discuss the role.

Sincerely,

Alyssa Deusdado

Alyssa is applying for a Community Engagement Coordinator position by

- describing various contexts where she has worked to coordinate and implement events,
- explaining her knowledge of local initiatives related to climate change and larger systemic issues related to sustainability and food security,
- aligning her approach to community engagement with research on the specific role and organization.



# NEXT STEPS

This magazine provided you with a basic understanding of how to format, write, and tailor your cover letter. To learn more about these topics and to expand your knowledge on other career-related topics, we have additional resources available for you.

## Career Prep Modules

Enroll in the self-guided Career Prep Modules to explore your career options and to learn more about the fundamentals and strategies for resumes, cover letters, interviews and networking. Access the modules through the Career Services Website.

## Attend Drop-In Advising

Visit Career Services on floor 3 of Gordon Hall (or online) for drop-in advising (no appointment required). Meet with a Career Educator and Coach or QUIP coordinator for 15 mins to ask any questions and determine next steps. Visit the Career Services website or MyCareer for the schedule.

## Book an Appointment

Book an appointment with a Career Educator and Coach to discuss your career exploration, including resume/cover letter and connecting your degree with a career. During the appointment, you can also practice answering interview questions, build professional skills, and learn how to optimize your job search. Book an appointment through MyCareer.

## Attend a Workshop

Attend a workshop online or in-person to learn more about resume and cover letter fundamentals, and strategies for job search, interviewing and networking. Check the workshop schedule in MyCareer.



[careers.queensu.ca](https://careers.queensu.ca)

Follow the QR code to the Career Services website to learn more about the resources above!







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