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Month day, year

John Smith  
Director of Employment and Immigrant Services  
455 Immigration Road West  
Midland ON K1N 8T7

Mr. Smith:

I am writing in response to the HRDC Job Bank posting of November 1, year, for the position of Employment Assistant. My past experience in job search assistance combined with my Bachelor of Arts degree in English have allowed me to gain the qualifications required for this position, making me an ideal candidate. Below is a summary of how my skills and experience meet your requirements.

Your Requirements	My Qualifications
<ul style="list-style-type: none"><li>• One to two years of experience in a helping or service role</li></ul>	<ul style="list-style-type: none"><li>• Over two years of experience in peer support and education, along with one year of experience in a career services environment</li></ul>
<ul style="list-style-type: none"><li>• Work experience in community-based agency</li></ul>	<ul style="list-style-type: none"><li>• Over three years of involvement with several community organizations, including Scouts Canada and the Ottawa Multicultural Centre</li></ul>
<ul style="list-style-type: none"><li>• Knowledge of interview techniques</li></ul>	<ul style="list-style-type: none"><li>• Experience in interview techniques acquired through training and in my position as a job search assistant and through peer-support roles</li></ul>
<ul style="list-style-type: none"><li>• Experience teaching clients to write resumés and prepare for interviews</li></ul>	<ul style="list-style-type: none"><li>• Resumé writing and critiquing skills developed through training and experience at the University of Ottawa’s Career Services</li></ul>
<ul style="list-style-type: none"><li>• Experience counselling clients in work- and career-related issues</li></ul>	<ul style="list-style-type: none"><li>• Active listening skills and an ability to deal with individual situations effectively and with open mindedness through volunteer involvement in peer support services</li></ul>
<ul style="list-style-type: none"><li>• Experience facilitating seminars and workshops</li></ul>	<ul style="list-style-type: none"><li>• Workshop experience acquired through developing and conducting various training workshops for Scouts Canada</li></ul>
<ul style="list-style-type: none"><li>• Bilingual (English and French)</li></ul>	<ul style="list-style-type: none"><li>• Fluent in English and in French: Worked and studied in both languages</li></ul>

You will find more information about my strengths and achievements in my enclosed resumé. Thank you in advance for giving my application careful consideration, and I look forward to the opportunity of meeting with you to talk about my suitability for this position. I will contact you early next week to discuss the possibility of an interview. In the meantime, you may reach me by phone at 613.555.5897 or by email at ccov076@uOttawa.ca.

Sincerely,

Cameron Cover

Encl. Resume