

Coop Pre-placement – Application and Cover Letter Assignment

ATTENTION ALL SLSS STUDENTS COOPERATIVE EDUCATION STUDENTS WANTED

The SLSS Cooperative Education Program is currently accepting applications for Coop Students. The coop teachers are looking for students who:

- Are punctual
- Are reliable/responsible
- Have strong time management skills
- Work well in team settings
- Demonstrate strong problem solving skills

Prior work experience is an asset but not required. Students will earn credits for their time worked while in the coop program.

All interested students must complete an application form and cover letter.

The above advertisement is a job posting for SLSS coop students. Your task is to apply for the above job by completing an application form and cover letter. On the following pages you will find:

- a cover letter template that explains what needs to be included in a cover letter
- a sample cover letter for a different job
- a blank application form that must be filled in

COVER LETTER TEMPLATE

Contact Information

The first section of your cover letter should include information on how the employer can contact you. If you have contact information for the employer, include that. Otherwise, just list your information.

Your Name
Your Address
Your City, Province
Postal Code
Your Phone Number
Your Email Address

Date

Employer Contact Information

Name
Title
Company
Address
City, Province
Postal Code

Salutation

Dear Mr./Ms. Last Name:

Body of Cover Letter

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

First Paragraph:

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for and how you found out about the position. Include the name of a mutual contact, if you have one. Be clear and concise regarding your request.

Middle Paragraphs:

The next section of your cover letter should describe what you have to offer the employer. Convince the reader that they should grant the interview or appointment you requested in the first paragraph. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Look closely at the job advertisement to see what the employer is looking for. Try to support each statement you make with a piece of evidence.

Final Paragraph:

Conclude your cover letter by thanking the employer for considering you for the position. Include information on how you will follow-up. State that you will do so and indicate when (one week's time is typical). You may want to reduce the time between sending out your resume and follow up if you fax or e-mail it.

Complimentary Close:

Respectfully yours,

Signature:

Handwritten Signature (for a mailed letter)

Typed Signature

COVER LETTER SAMPLE

Joe Smith
1877 Bloor Street
Toronto, Ontario
M2R 1A4
(514) 676-9865
Joe.smith@starrchoice.com

January 22, 2008

Ms. Susan Wright
Manager
The Second Cup
2600 Yonge Street
Toronto, Ontario
M2L 1Z4

Dear Ms. Wright:

Please consider my application for a part-time position as cashier at your Second Cup location. John Barry, your assistant manager, is a neighbour and he mentioned that your location would be hiring part-time workers in the New Year.

While attending high school, my extra curricular experiences have included playing basketball and volleyball for the school teams as well as one year in the chess club. My communication skills are above average. I would enjoy working in a customer service role. I would have no difficulty making change for customers as I have experience working a cash machine from my previous job at Harvey's.

I would appreciate the opportunity to meet with you to discuss my qualifications outlined on the attached resume in further detail. You can reach me to arrange an interview at (514) 676-9865. I look forward to your response. If I don't hear from you by the middle of February, I'll give you a call.

Respectfully yours,

Joe Smith

Application For Employment

Position Applied For: _____

Available Start Date: _____

Name: _____

Address: _____

Phone#: _____ Email: _____

Education:

Name

Dates Attended

Secondary School _____

Related Skills, Experience, Training:

Employment Record

Employer	Position	Dates (From-To)	Responsibilities

References:

Name	Relationship	Telephone

Date

Signature

I certify that the information given on this application is true and complete to the best of my knowledge.