

# Sample cover letter

Provide your personal contact information

123 North Road  
Whitehorse, Yukon  
Y1A 1A1  
(867) 667-1234  
jane.doe@yukonmail.ca

August 23, 2007

Public Service Commission  
Government of Yukon  
PO Box 2703  
Whitehorse, Yukon Y1A 2C6

Dear Sir/Madam:

RE: Regional Secretary, Department of Environmental Services  
Competition #96-AR08-11

Cite the position and competition number

**Opening:** Why do you want this job?

I am writing in response to your advertisement of the above noted position in the Whitehorse Star, Friday, June 16, 2006. At this time in my career, I am looking for new challenges and an opportunity to use my secretarial and administrative skills in a larger organization.

**Body:** Describe your experience relevant to the essential qualifications of the position. Emphasize your education, experience, skills and personal qualities in relation to the job

With reference to the qualifications described in the advertisement, you will see from the enclosed resume that I have:

- 15 years of experience in secretarial and administrative support positions, with increasing levels of responsibility;
- computer training and experience using Microsoft Word (2 years), Excel (6 months), and PowerPoint (1 year); and
- extensive experience in taking the initiative to organize an office, with little supervision.

Discuss why you would be well suited to this position

I also have excellent communication skills and have been recognized in my volunteer work for my abilities to organize events and to take responsibility for fund raising activities.

**Closing**

*Although the cover letter is not required, it can bring attention to specific important information not found in the Resume*

I look forward to an opportunity to further discuss my qualifications for this position with you. I may be contacted at (867) 667-1234 or by e-mail at: jane.doe@yukonmail.ca.

Sincerely,

Jane Doe

Encl.

# Sample resume

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## Essential Information

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Formal education (degree, diploma, certificate, etc.)

Include courses that are relevant to job posting

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List relevant short courses, workshops, & licenses

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List most recent work experience first. Include month & year, position title, name & location of employer and duties in your own words

Clearly state your skills, experience, & knowledge for each Essential Qualification (e.g. if MS Word is listed in the job posting and you have that experience, indicate the exact wording of MS Word, not just word processing). Also include experience (e.g. tables, mail merge, labels, headers/footers, borders and shading, etc. if important to the position)

## JANE DOE

123 North Road, Whitehorse, Yukon Y1A 1A1  
Telephone: 555-1234 (Home); or 555-5678 (Business)  
janedoe@yukonmail.ca

### EDUCATION

- Current Business Administration, Certificate, Yukon College (in progress) Part time student; courses completed to date: business communications, economics, marketing and introductory financial accounting.
- 1999 Financial Management, Diploma (2 years), River College; Calgary, Alberta
- 1986 Heavy Equipment Operators' Course – Calgary Vocational & Technical School; Calgary, Alberta
- 1984 Grade 12, Central Secondary School; Calgary, Alberta

### OTHER TRAINING

- 1999 Lotus 123 – ABC Computing Services; Edmonton, Alberta
- 1997 Transportation of Dangerous Goods & WHIMIS; Calgary, Alberta
- 2006 Valid Red Cross CPR and First Aid Certificate; Calgary, Alberta

### WORK EXPERIENCE

- Nov. 2005 – present **Office Manager, Smith Construction Ltd.; Whitehorse, Yukon**
- maintaining filing, B.F. and diary system;
  - preparing and tying routine correspondence (using Microsoft Word);
  - processing accounts payable/receivables;
  - maintaining computerized accounting records for all business transactions (using Microsoft Excel);
  - preparing monthly financial statements and reports;
  - arranging office and coordinating meetings;
  - ordering office supplies and maintain inventory of business equipment and supplies;
  - providing front counter customer service as needed;
  - processing incoming and outgoing mail; and expediting shipments of equipment and supplies for construction projects.
- Jan. 2000 – Oct. 2005 **Finance Clerk, Department of Highways, Alberta Government; Edmonton, Alberta**
- Verifying and processing invoices for payment; preparing cheque requisitions for batch processing;
  - reconciling batch reports and making journal entry adjustments;

# Sample resume continued

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Repeat your personal contact info on each page

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Clearly cover all Essential Qualifications in the job posting — if you have them

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Be brief if jobs were held more than 10 years ago.

List associations if relevant to the job

List achievements and awards if relevant to the job (do not attach copies).

List your volunteer experiences if relevant to the job.

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Include 2–3 references here or take them to your interview. List name, title, organization, address, phone # and work relationship. Use former supervisors or others who know your work — if they've agreed to provide a reference. Don't attach copies of reference letters

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**JANE DOE**  
123 North Road, Whitehorse, Yukon Y1A 1A1  
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- maintaining computerized commitment system;
- processing foreign currency payments;
- auditing computerized cheque reports and generating monthly financial reports (Microsoft Excel).

**Feb. 1998 –  
Dec. 1999**     **Shipper/Receiver, ABC Explosives;  
Calgary, Alberta**

- Shipping and receiving of warehouse stock;
- maintaining computerized (ACCPAC) and manual inventory control of all warehouse stock;
- maintaining in-house stock levels by purchasing supplies from local/ outside vendors;

**Mar. 1987 –  
Jan. 1998**     **Loader Operator, Smith Construction;  
Ft. McMurray, Alberta**

- Operation of dump trucks and loader;
- use of tractor/trailer;
- assisting mechanics;
- performing maintenance and safety inspections

**Sept. 1985 –  
Feb. 1987**     **Maintenance Officer, J.A. Apartments,  
Ft. McMurray, Alberta**

- Rent collection, painting, floor maintenance (using buffers, mops, vacuums, etc.), building maintenance;
- outside grounds maintenance (using lawn mowers, weed-eaters, shovels, etc.);
- maintaining security of the building.

#### **VOLUNTEER EXPERIENCE**

**April 2000 –  
Oct. 2005**     **Secretary-Treasurer, School Committee, Golden Elementary  
School, Edmonton, Alberta**

- Organized fund raising events;
- maintained accounting records (using ACPAC);
- received and disbursed moneys for class field trips.

**References**     Available on request.