

Learn about cover letters

Some employers ask you to write a **cover letter** when you apply for a job. You often need to submit a cover letter and **resume** together.



A **cover letter** is a short letter that explains why you're applying for a job and why you'll be good at it. It also describes the parts of your resume that are most important for the job.

A **resume** is a written summary of your education, training, and work experience. It also lists your contact information and any special skills.

Here's an example of a cover letter that Leland wrote for a job as a crew member at FastFood restaurant.

Leland Been

88 Sunset Avenue, St. John's, G4G 1F1 | 709-000-0000 | leland.been@freemail.com

Hiring Manager
248 Torbay Rd.
St. John's NL
M4S 0A9

July 3, 2021

Dear Mr. Penn,

I am writing to apply for the position of FastFood restaurant crew member in your restaurant. I have more than two years of experience working in restaurants and serving customers. I am friendly and punctual, and I work hard to provide excellent customer service. I believe I can be a strong and successful member of your team.

As a server at Domino's Pizza, I was a valuable part of the team. I came up with a new way of tracking customer orders, which helped make restaurant service faster. This improved customer satisfaction and increased our restaurant's profits.

Based on my experience, I will bring these skills to my role at FastFood restaurant:

- Learning new skills quickly
- Hardworking and professional
- Positive attitude at all times

I care deeply about providing excellent customer service both while serving food and working at the counter. I believe that my ability to multitask and adapt will help me perform well at FastFood restaurant, and I will contribute to its good reputation.

I look forward to hearing from you.

Sincerely,
Leland Been

Cover letters include some of the same information as resumes, but written in a different way.

Look at Leland's cover letter and circle:

- Leland's name
- Leland's contact information
- Employer's contact information
- Greeting
- Skills summary



Let's talk about it

Think about the information Leland included in his cover letter.

- What reasons did Leland give that he would be good at the job he wants?
- What skills from his past jobs does Leland say he will bring to the new job?
- If you were the employer, would you want to hire Leland? Why or why not?