



## Sample of a Cover Letter

Full Name  
258 Hespeler Rd.  
Cambridge, ON, N3C 3R3

519-621-1621  
[xyz@hotmail.com](mailto:xyz@hotmail.com)

January 7, 2013

XYZ Company  
400 Skills Lane  
Cambridge, ON, N3C 3R3

Attention: Ms. Jane Doe  
Human Resource Manager

### **1<sup>st</sup> Paragraph: Why are you writing – quote the position and how you learned of it**

Please accept this letter and the attached resume as my application for the Personal Support Worker position which was advertised on the Service Canada Website on January 4, 2013.

### **2<sup>nd</sup> Paragraph: Tell the reader how you can contribute to this position. Write about your skills which relate to the position; use “key words” listed in the job posting.**

I have extensive training and practical experience as a Personal Support Worker. Caring and compassion are my strengths in the delivery of high standard care to diverse range of clients. I feel confident in my abilities to effectively meet the needs of clients as well as maintain accurate confidential records and charts. Some of the skills and experience that I would bring to the role include:

- Over 3 years of experience working as a Personal Support Worker
- Experience in developing and implementing programs for clients of various types
- Proven effectiveness in administering medications
- Exceptional oral and written communication skills
- A Health Care/Support Worker Certificate

### **3<sup>rd</sup> Paragraph: What do you want to happen next? ..... request an interview**

The Personal Support Worker position represents an opportunity for me to bring my proven abilities, structure and experience to your organization. I look forward to the opportunity of meeting with you to discuss my suitability for the position. You may reach me at telephone 519-621-1621.

Thanks you for your time and consideration.

Sincerely,

Jane Smith

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