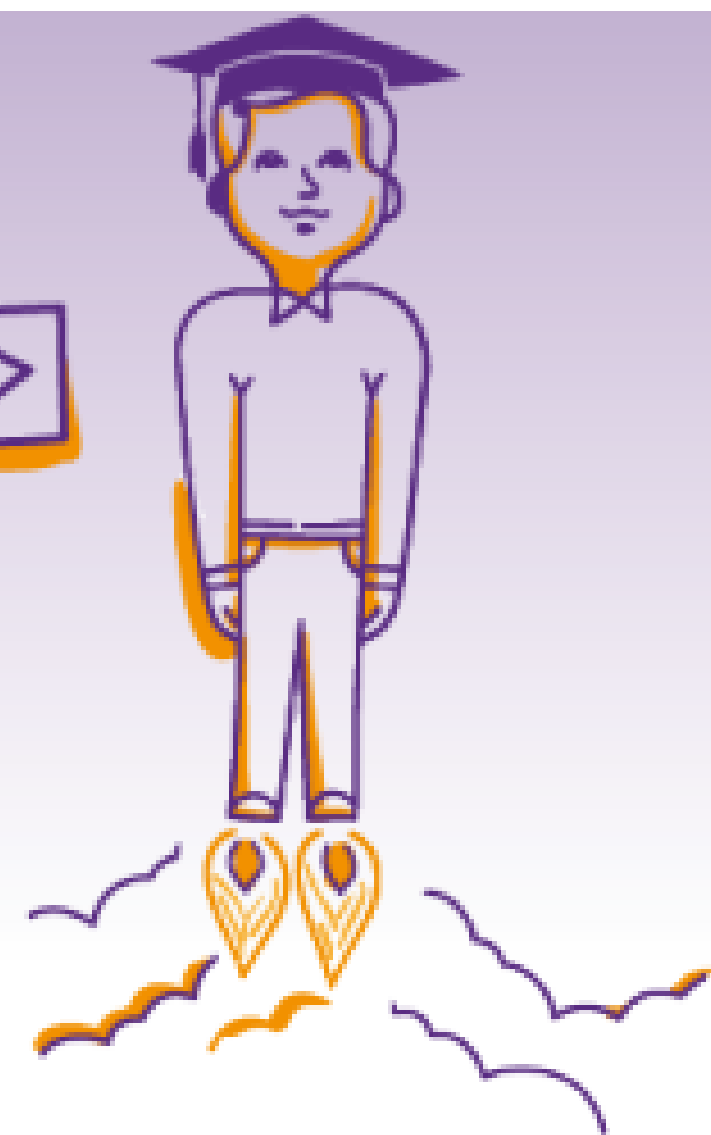
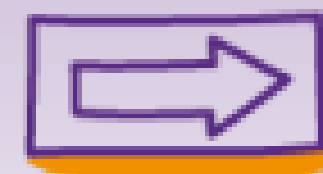




# Career and Transition Services



*Cover Letter*  
**GUIDE**

February 10, 2025

Kim McFadden  
Bishop's University  
2600 College St.  
Sherbrooke, Quebec

Dear Ms. McFadden

**RE: Application for the Career and Employment Advisor Position**

I am writing to express my interest in the Career and Employment Advisor position at Bishop's University. As a part-time student at your esteemed institution and community member, I have had the privilege of experiencing firsthand the vibrant and supportive community Bishop's fosters.

With over six years of experience in education and administration, I have developed a robust skill set that aligns well with the requirements of the Career and Employment Advisor role. My background includes teaching English and French as a second language at various levels, and teaching the DVS in Secretarial Studies to college students. This diverse teaching experience has honed my ability to adapt to different learning needs and cultural backgrounds, fostering an inclusive and supportive learning environment.

In my previous role as an Administrative Assistant in the Student Services department at Dawson College, I was the first-line resource for all student services. I successfully organized and managed events, coordinated multiple tasks, and supported staff and faculty. My role involved creating and editing mental health policies and referring students to our schools' resources, underscoring my commitment to student well-being and my ability to handle sensitive issues with discretion and care.

One of my most rewarding experiences has been supporting and facilitating the integration of immigrant students into our society and job market. At the CÉGEP de Sherbrooke, I worked closely with immigrant students, helping them navigate their new environment and providing them with the necessary tools to succeed academically and professionally. This role required a deep understanding of the challenges faced by immigrant students and a compassionate approach to addressing their needs.

I am confident that my background, skills, and passion for student support make me a strong candidate for the Career and Employment Advisor position. I am excited about the opportunity to contribute to your team and to continue guiding students toward their full potential. Thank you for considering my application. I look forward to discussing how my experiences and vision align with the goals of Bishop's University.

Warmest regards,  
Jane Doe (819-333-1234)

The cover letter is a powerful document that adds a personal touch to your candidature.

**Its purpose:**

- Introduces you to a prospective employer and communicates your knowledge and enthusiasm for the position and the organization.
- Demonstrates how your education and experience qualify you for the position.
- Serves as a good example of your writing abilities.

**Requirements:**

- One page, concise and easy to read.
- Contains no presentation or grammatical errors.
- Contains no abbreviations or acronyms unfamiliar to the employer.
- Be personalized (date, name of the company and person in charge of the recruitment process, as well as signed)
- Include your contact information.
- Include the competition number and/or job title (especially if it is mentioned in the job description).
- Contain 3 to 4 paragraphs (opening paragraph, body of your letter, closing paragraph).

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Jane Doe (819-333-1234)

## The opening paragraph

It is in this paragraph that you will state the purpose of the cover letter, why you are interested in the position, and why you want to work for their company (give specific example).

You should:

- Mention the specific role you're applying for and the company's name to show that your letter is tailored.
- Briefly introduce who you are, including relevant professional background or current role.
- Express genuine enthusiasm about the position and the company, highlighting what attracts you to them.

In summary, having a strong opening demonstrates that you can add value and bring something unique to the company.

If you have been referred by a contact person (employee or professional known by the employer) you may want to add this information in your opening paragraph.

Employers will more readily have a good first impression of candidates referred by someone they know and respect.

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Warmest regards,  
Jane Doe (819-333-1234)

The body paragraph

The body of the cover letter should consist of two or three paragraphs and should answer the question: Why are you a good candidate for this position? It's in this section that you will emphasize the specific knowledge and skills that make you a strong candidate for the job.

Do not repeat word for word the information that can be found in your resume, instead select the most relevant information, summarize it and provide examples to illustrate that you have the required skills.

This section of the cover letter should also include two or three personal qualities that are related to the job and make you a strong candidate. As much as possible, offer specific examples of where these qualities have been demonstrated.

Convey genuine interest in the role and the company. Mention what excites you about the position or organization!

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The closing paragraph

The purpose of this paragraph is to leave a strong, positive impression and encourage the hiring manager to take the next step.

Make sure you:

- Thank the reader for their time and consideration.
- Briefly restate your enthusiasm for the role and the company.
- Politely encourage the next step, such as an interview.
- End with a formal closing (such as Sincerely, Best regards, Kind regards, etc.)

In summary, convey genuine interest in the role and the company. Mention what excites you about the position or organization! Let the employer know that you are available and interested in having an interview to further discuss your experience, skills and knowledge relevant to the position. Don't forget to tell them how and when you can be reached.