**KEE Email Cover Letter TIPS and Template**

* We recommend if you are applying for a job online that you always do some sort of a concise and friendly “note to employer” or “cover letter” **specific** to the job you are applying for. If a job candidate does not do this and just attaches a resume with no greeting, it will likely come off as “cold” and not be looked at.
* Ideally you have a basic email address with your first and last name @gmail.com – nothing funny, offensive or confusing as it may scare off the employer – for example [sleeptilnoon@shaw.ca](mailto:sleeptilnoon@shaw.ca) may give a poor impression (yes, a person can be disqualified at this step just because of an email address). Contact your KEE coach or look in KEE Client Resources (keewinnipeg.com) on how to get a free Gmail account if you need a new email address.
* Email Subject line should mention job title and job posting number (if applicable) along with your first/last name.
* Whenever possible, use the name of the person you are emailing. For female, use “Dear Ms. \_\_\_\_”, for male, use “Dear Mr. \_\_\_\_”
* Include some key words they mentioned in the job posting and highlight some of your experience and skills that reflect what they are looking for.
* Before you press “send”, ensure you read it over so there are no grammatical errors or spelling mistakes.

Here’s an example (yours does not have to be as long – just as long as you show genuine interest and make a few points why you are the right fit for this specific job should be fine):

**Subject:**Warehouse Worker – \_\_\_\_\_ \_\_\_\_\_ (your first/last name)

Dear Mr. \_\_\_\_\_:

I am interested in the ­­­­­\_\_\_ position at \_\_\_\_\_, as advertised on \_\_\_\_\_. If you are currently working, you can mention that here. You can mention why the skills from this position will benefit them. If you are not working, share why your skills/experience will benefit this employer in this position they are advertising for.

You can some up some points on your resume that relate to this position you are applying for. For example: “As a salesperson working for Best Buy, I developed strong interpersonal and customer service skills by anticipating customer’s needs, answering their questions and solving problems when required. For example, when a customer came back (sometimes upset), I would assure them that we will look after their problem. This always put the customer at ease. If I wasn’t able to solve their issue personally, I always ensured I got them in touch with the right person so they left happy they chose to buy from us.”

If there are specific job requirements or experience required, mention it here as well. For example, “I have also gained extensive experience in \_\_\_\_\_ – fields that you state the job candidate must be familiar with. My experience in the \_\_\_\_\_\_ (previous job title) has given me the opportunity to become familiar \_\_\_\_\_\_\_. In particular, \_\_\_\_\_\_\_. I am always eager to learn more about \_\_\_\_\_\_\_, reading up on these topics on my own time to become more knowledgeable. I would love to bring this passion for \_\_\_\_\_\_\_ to your company. (note: only write what is true for you, these are just examples – one page should be maximum length)

I am confident that my experience in \_\_\_\_\_ and my \_\_\_\_\_ and \_\_\_\_\_ skills qualify me for consideration. Please find my attached resume. I would be happy to provide you with references on request. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Your Name Typed Out

Your phone number & email