The purpose of a cover letter is to explain why you are interested in a position. In 3-4 paragraphs, highlight things you can offer your employer to convince them you are the right fit.

**Cover Letter Sections**

1. Date & Contact Info
	1. Date
	2. Full Name
	3. City, Province
	4. Phone Number
	5. Email
2. Greeting
	1. Begin by addressing the hiring manager, or whoever has their name attached to the posting. Sometimes this information is not available, and you can just use ‘Dear Hiring Manager’.
3. Opening Paragraph
	1. This paragraph introduces you and why you are interested in the position you are applying for. Here you will name the company and specific role you are wanting to apply for (sometimes there is a number attached to this).
4. Body Paragraphs
	1. Use 1-2 paragraphs to highlight your skills, abilities, qualifications, and experiences, which could be an asset to the position you are applying for. Try to provide specific examples or situations.
5. Closing Paragraph
	1. Thank the hiring manager for taking the time and consideration to talk to you. Be sure to list the best way for them to reach you, and how you are looking forward to hearing from them.
6. Closing & Signature
	1. Use a closing phrase, such as: Sincerely, Respectfully, or Best regards
	2. Follow this with a comma, and then leave a space below to sign your name with a pen, and underneath the space type your full name.
		1. Ex:

Sincerely,

(sign your name in this space)

John Doe

Cover letters should be straight forward, easy to read, and kept to one page. They should also be specific to each business you are applying to, not just a generic one. Let’s take a look at the next page to see a sample job posting.

**Sample Job Posting**

**Part Time Cast Member - Famous Players Prince George**

Prince George, BC

**Pay**

* $16.75 an hour

**Job type**

* Part-time

**Shift and schedule**

* Weekends as needed

**Location**

Prince George, BC

**Benefits**

**Pulled from the full job description**

* Flexible schedule
* Tuition reimbursement

We count on our Cast Members to ensure Cineplex Entertainment provides each and every guest with an exceptional entertainment experience. The Cineplex atmosphere is energetic, big, fast-paced, social, exciting, and positive.

We are currently recruiting part-time positions for this theatre. If you love the movies and enjoy working with the public, then we have opportunities that would be perfect for you. If this is the opportunity you’ve been looking for – Don’t Wait!! Apply Today!

What does it take to be a successful member of the Cineplex Team?

* You are team oriented Energetic Friendly and outgoing
* You enjoy working in a fast paced, guest service environment
* You are available to work late on weekends and some late weeknights
* You possess superior communication skills
* Successful candidates will enjoy free movies, competitive wages, flexible hours, tuition assistance and cash incentive programs

Inclusion & Diversity

Cineplex is an equal opportunity employer with a commitment to hiring and retaining a diverse workforce. We encourage and welcome applications from all intersectional walks of life. The collective sum of our individual differences, experiences, knowledge, innovation, self-expression, unique capabilities, and talent represents a significant part of our culture. By valuing a diverse workforce, we enforce hiring practices that are fair and equitable.

Life at Cineplex:

Cineplex is synonymous with entertainment. Known as Canada’s largest and most innovative film exhibitor, we’re so much more than movies – operating The Rec Room, Canada’s favourite destination for ‘Eats & Entertainment’ and Playdium, specially designed for teens and families.

At Cineplex, change and disruption are nothing new. Infusing innovation into everything we do has fueled our evolution as a fully-integrated, diversified and growing organization with exciting career opportunities in our locations and corporate functions. Grow with us and explore roles in operations, food services, hospitality, digital commerce (CineplexStore.com), digital (Cineplex Digital Media) and cinema media (Cineplex Media), consumer loyalty (SCENE), finance, human resources, technology, amusement solutions (Player One Amusement Group), and more.

Proudly recognized as having one of the country’s Most Admired Corporate Cultures, we rally behind our values of Teamwork, Innovation and Excellence.

We are creative, curious and love thinking big. The next evolution of Cineplex starts here, with you.

Successful candidates will enjoy free movies, competitive wages, comprehensive training programs, and tuition assistance. If you love the movies and enjoy working with the public, then this opportunity would be perfect for you. Don’t Wait!! Apply Today!

While we appreciate all interest, only those candidates selected for an interview will be contacted.

Inclusion & Diversity

Cineplex, its subsidiaries, and affiliates are equal opportunity employers with a commitment to hiring and retaining a diverse workforce. We encourage and welcome applications from all intersectional walks of life. The collective sum of our individual differences, experiences, knowledge, innovation, self-expression, unique capabilities, and talent represents a significant part of our culture. By valuing a diverse workforce, we enforce hiring practices that are fair and equitable.

Accessibility

We are committed to improving access and opportunities for all individuals, including those with disabilities by identifying and removing barriers that may prevent, inhibit, or restrict their access to employment oporunities. If you require accommodation at any stage of our hiring process (application, interviews, assessments, and placement), please contact Gary Lee at 250-123-4567 or via email at wantajob@cineplex.com

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While we appreciate all interest, only those candidates selected for an interview will be contacted.

**So What Now?**

* 1. Use the information from the job posting to fill in a rough copy version of you cover letter.
	2. Pick out 2-3 thing they are looking for in an employee, and show how you have what it takes in your paragraphs.
	3. Use the proper name and address details for the employer.

**Cover Letter Template**

1. Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Your contact info

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Home Address

\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*City and Postal Code*

\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Contact Number – Phone

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*E-mail, or alternate means of contact*.

1. Employer’s contact info

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employers Name and Job Title (If Known, otherwise use Hiring Manager)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Business Name*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Business Mailing Address and Post Box (if available)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*City and Postal Code*

1. Greeting

Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

1. First Paragraph

(This should using phrases like: “My name is…..” , “I am a student at….” , “I found your advertisement looking for a…” , I would like to submit this cover letter and resume to apply to…”)

You should have at least 3-4 sentences here.

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1. Body Paragraph(s)

(This is your chance to showcase your skills, and convince them of why they should hire you! Use anything from past work experiences, skills, training, or interests/passions. Employers love to see things that PROVE you are hardworking, reliable, a fast learner, and other things along these lines.)

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1. Closing Paragraph

(This is where you thank them for their time, how you look forward to hear from them, and the best way for them to reach you.)

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| --- |
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|  |

1. Closing

(This is where you put a closing phrase, leave a space, then sign your name, and print it underneath.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Phrase)

 (Name signed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name printed)

