



YOUR HEALTHY CHOICE AMBASSADOR

COVER LETTERS

Cover letters are a great addition to your resume. They give you a great chance to show off some of your best qualities to a hiring manager. A cover letter should always be included with your resume. Always remember to proofread your cover letter (and your resume). A good idea would be to ask a teacher or parent/guardian to do this for you. The information below provides an explanation for all the parts of a cover letter.

*****The outline below is just an example – not all cover letters look the same. A different example has also been attached for you to look at and use!**

(Your Contact Information)

Your Name
Your Address
Your City, Province
Your Postal Code
Your Phone Number
Your Email Address

Date

(Salutation)

Dear Mr./Ms. Last Name:

(Body of Cover Letter)

The body of your cover letter lets the employer know what position you are applying for, why the employer should select you for an interview, and how you will follow-up.

(First Paragraph)

The first paragraph of your letter should include information on why you are writing. Mention the position you are applying for if you can. Be clear and to the point. Convince the reader that they should grant the interview or appointment you requested in the first paragraph.

(Middle Paragraphs)

The next section of your cover letter should describe what you have to offer the employer. Make strong connections between your abilities and their needs. Mention specifically how your skills and experience match the job you are applying for. Remember, you are interpreting your resume, not repeating it. Try to support each statement you make with a piece of evidence. Use several shorter paragraphs or bullets rather than one large block of text.

(Final Paragraph)

Conclude your cover letter by thanking the employer for considering you for the position.

(Complimentary Close)

Respectfully yours,

(Signature)

Handwritten Signature (for a mailed letter)
Typed Signature (for an emailed letter)

MJKO

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SAMPLE COVER LETTER

**FirstName LastName
ADDRESS
HOME NUMBER (OPTIONAL)**

**CELL NUMBER
EMAIL ADDRESS**

Dear Hiring Manager,

Please accept this cover letter and resume for a Salesclerk position in the MJKO Store, as advertised on your website. I am in the eleventh grade at MJKO High School. I would be available to work evenings after 4:30pm and on weekends.

I have shopped in the MJKO Store for several years now with my family, and I share the same passion for boxing and for helping others as your staff do. I believe that I would be a very good fit on your team.

I am friendly, approachable, and am a very hard worker. My organizational skills and ability to remain polite and positive in stressful situations would also make me a great employee. I am very focused, and a strong team player. You will see that these qualities are all reflected in my resume, as I am a good student and a member of several school sports teams.

I have attached my resume and am available to attend an interview at a time that best suits you.

Thank you for your consideration. I can be reached at firstlastname@gmail.com or at 222-222-2222. I look forward to hearing from you soon.

Sincerely,

Your Signature (if hand delivered)

Your Typed Name

MJKO

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