



CHAPTER 6



Helene Martucci Lamarre Karen McClughan

CAREER CORRESPONDENCE AND APPLICATIONS

STRIVING FOR SUCCESS WITHOUT HARD WORK IS
LIKE TRYING TO HARVEST WHERE YOU HAVEN'T
PLANTED.

David Bly



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- Characteristics of a good cover letter
 - Makes a good first impression
 - Is original and specific to each job application situation
 - Answers the question “Why should I hire you?”
 - Is direct and to the point
 - Is one page or less in length
 - Matches your resumé, font style, and paper (if hard copy)



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- Writing the cover letter
 - Intro – what are you applying to?
 - Middle paragraphs – the big sell
 - 2nd - expand your education
 - 3rd – expand your experience/skills
 - Final – thank you and ask for interview



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- Job Application Tips
 - Always use black pen
 - Check directions carefully
 - Do not skip questions
 - Check spelling
 - Be careful how you handle salary questions
 - Practise on sample applications



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- **Illegal Questions**
 - race, ancestry, place of origin, colour
 - ethnic origin, citizenship, creed
 - sex, sexual orientation
 - age
 - record of offences
 - marital status, same-sex partnership status, family status
 - handicap