COVER LETTER SAMPLE:

This sample is to be used as a guide. Please adjust your cover letter to meet the requirements of the positon you are applying too.

November 29, 2019

Mr. Bob Smith/Human Resources Department
Saskatchewan Indian Gaming Authority
250-103 C Packham Avenue
Saskatoon, SK S7N 4K4

Dear Mr. Smith: or (To Whom It May Concern)

Re: Name of position, Job Number 30.5

I am writing to express my strong interest in the _____ position listed on the Saskatchewan Indian Gaming Authority (SIGA) website: www.siga.sk.ca

Body of letter needs to include:

- Introduction: Convey your enthusiasm for the company and how you are connected with the industry or company.
- Education and Experience: Please share your highest level of education and related training; and share your relevant work experience as it pertains to position you applied to.
- Knowledge: Share your knowledge you bring to the position you are applying for, explain your skills and abilities (adaptability, customer service, communication, decision making, team work, results oriented, leadership and management) and your technical skills (administrative, computers, finances, facilities)
- Attributes & Attitudes (soft skills are personality traits, social etiquette, emotional intelligence, personal habits, friendliness)

My attached resume highlights my work history and accomplishments. I look forward to the opportunity of discussing my qualifications with you. I can be reached at 306_____-_____or via email _____.

Sincerely,

_____
Name of Applicant

Encl. Resume/Supporting letters/Education credentials or certificates