

COVER LETTER SAMPLE:

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

[Date]

[Your Name]

[Your Address]

[City, Province, Postal Code]

[Email Address]

[Phone Number]

[Manager's Name] or [Human Resources Department]

[Company Name]

[Company Address]

[City, Province, Postal Code]

To Whom it May Concern,

Re: [Name of Position] – Job #

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