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Covering letter for canada tourist visa word format

A cover letter serves as a formal introduction to your resume, and allows you to expand on various aspects of your work history. A cover letter can also help you make a generic resume appear more tailored for the specific job for which you are applying. Think of your cover letter as a tool for grabbing the potential employer's attention in such a way that he's enticed to continue reading your credentials. Most resumes follow a standard format of work history, education and professional awards. You can draw attention to certain aspects of your resume through the cover letter text. Example: "I understand you are looking for someone with significant public relations experience. As you will see on my resume, I have conducted a number of effective PR campaigns for a variety of high-profile clients in your industry." A cover letter allows you to address what a potential employer is requesting in a job description, even if your resume doesn't directly speak to the specifics. For example, if you're applying for a sales position that has high earning quotas, you can detail your ability in this area by referencing your past employment. Example: "As you will note on my resume, I have worked in high-capacity sales positions for the past 10 years. I was responsible for increasing sales quotas by 45 percent while with my last employer." A resume contains facts. Your cover letter lets you demonstrate your personality. Use descriptive words, express your enthusiasm for the industry and make note of anything you know about the company that can give you an edge. For example: "Yours is one of the most highly respected companies in this industry, and I am very excited about the prospect of joining your marketing team. I am especially enthusiastic about the potential of helping you build on your recent rebranding campaign, which I find to be highly innovative." A cover letter is the perfect place to make note of now how you came to learn about the job opening, especially if you were referred by a colleague, a former employer or someone who is already employed with the company. It provides a heads-up to the reader that you are someone to seriously consider even before they get to your resume. Example: "Mark Smith, your marketing manager, referred me to this position. Mark and I worked together several years ago and I believe you will find we share a similar professional philosophy and work ethic." A personalized cover letter is part of your job search arsenal. It is your first chance to introduce yourself to an employer and can make or break your chances of getting an interview. While you can reuse much of the same wording from letter to letter, it should be tailored to fit the specific requirements of the job. Email cover letters have similar content to their hard-copy counterparts, but have different formatting, especially in terms of address and contact information. A cover letter for a job opening can be as important as a resume because it's the first item recruiters read when they receive your employment application. Whether you send your information electronically or by postal mail, your objective is to grab the attention of an employer so you'll be called for an interview. You may be tempted to try a unique approach to be noticed, but this can backfire if not done properly. You may have better results meeting your employment objective by following the typical cover letter format. Your cover letter should be in a basic business letter format. Use block paragraphs, which are lined up at the left margin with one line space in between and no indents. The Division of Student Affairs at Virginia Tech recommends you use a standard font, such as Arial, Times New Roman or Calibri, in a size large enough to read, but not obviously big. You may have to play with the font size to help center your letter on the page. Place your contact information, the date and the company's address, in that order, on the left side at the top of your letter. You will attract more recruiters by using their names in the company address and opening salutation. Avoid sending a letter without a specific contact name included, and never write a generic cover letter that you send for all job openings. To find the name of the person who will receive your packet, look at the advertisement for the position, call and inquire with the receptionist, or review the job opening on the company website. If you cannot find the name of the recipient, address your letter to the manager or director of the department where the job is located. The introduction of a cover letter should detail the name of the position for which you are applying and where you heard of the opening. The paragraph does not need to be long, such as more than two sentences. If you are recommended by a mutual acquaintance and it can help you obtain an interview, clearly explain your relationship to that person. State one important fact about yourself, such as "I recently graduated from Harvard Business School with a master's degree and want to use my education to help ABC Company meet its financial goals." The body of your cover letter should be one to two paragraphs. This is your opportunity to expand on key information contained in your resume. Because you may not have had room on your resume to communicate your experience or training, describe it in more detail in the letter. Do not simply reiterate the contents of your resume, but add facts showing how your background is related to the job opening. You should not exceed the length of one page for the entire letter, so be brief and to the point. For example, explain how your experience in the restaurant industry taught you how to manage performing various duties at one time, sharpened your sales skills by suggesting additional menu items, and allowed you flexibility in resolving customer service issues. The last paragraph of a cover letter should include a polite request for an interview, such as "I would like to meet with you in person to further explain how my qualifications are beneficial to the job opening and your company's objectives." You can state your availability, if needed. If you didn't place your phone number and email address with the rest of your contact information at the top of the letter, write them in the conclusion. Thank the recruiter for reading your information and for the possibility of an interview. Close with "Sincerely" or another professional salutation, your signature and name typed below it. how to write a cover letter for canada tourist visa. how to make cover letter for canada tourist visa. how to write cover letter for visitor visa canada

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