

## Trooper Recruitment

### Hints for preparing your cover letter and resume.

#### **Please remember:**

1. When your application materials are reviewed, your cover letter and resume are the only tool we have to evaluate your suitability for the Trooper position.
  - a. It is important to make sure you have proper grammar and spelling, communications skills, etc.
2. Your cover letter and your resume need to address and answer the questions asked in the job posting. If we ask for dates of employment (month/year of starting and ending a job), you need to include that information.

#### **The job posting requests the following:**

Your Cover Letter: How do your qualifications and experience directly correlate to the duties of this position and what makes you the best candidate for the job?

Your Résumé: Please include all work experience as well as job duties that demonstrate your qualifications for this position. Include dates of employment (month & year- start & end) and the reason you left each job.

#### **Resources:**

You will find resources on the Internet to assist you in preparing an appropriate cover letter and resume. In addition, there are a multitude of free templates available on the Internet you may opt to use when preparing these documents.

If you search on the term “essential parts of a cover letter” and “essential parts of a resume,” you will find a wealth of information along with examples.

Some examples include BUT there are many other sites:

<https://www.thebalancecareers.com/parts-of-a-cover-letter-2060308>

<https://www.thebalancecareers.com/examples-of-each-part-of-a-resume-4060508>

**Cover Letter – a well-written cover letter should include the below:**

- Your contact information – name, address, phone number, e-mail address, etc.
- Date you are writing the letter.
- Contact person's name and address.
- Salutation.
- Opening Paragraph.
- Middle Paragraph – answering the question(s) asked in the job posting.
- Second Middle Paragraph.
- Closing (such as Sincerely and your name)

**Resume – a well-written cover letter should include the below:**

- Your contact information – name, address, phone number, e-mail address, etc.
- Objective – short sentence summarizing your goal for the job search related to the specific position for which you are applying.
- Education
  - High school name and address
  - Post-secondary education - technical college or college/university name and address along with course of study.
- Work Experience – include position title, company name and address, hire date (month and year) and ending date (month and year)
  - Brief listing of your job duties.
- Awards and honors
- Activities/hobbies
- Skills