

Exemple de lettre d'accompagnement

Introduction :

Pourquoi convoitez-vous ce poste?

Corps : Expliquez en quoi votre parcours professionnel répond aux exigences du poste.

Mettez en valeur votre formation, votre expérience, vos qualifications et vos compétences personnelles.

Dites-nous en quoi votre candidature est adéquate pour cet emploi.

Conclusion : Bien qu'elle ne soit pas obligatoire, la lettre de présentation est l'occasion de faire connaître des éléments importants de votre parcours qui ne figurent pas dans votre curriculum vitae (CV).

Dear Sir/Madam:

RE: Administrative Assistant, Department of Health and Social Services
Requisition #289.

I am writing to your advertisement of the above noted position in the Whitehorse Star, Friday, January 10, 2015. At this time in my career, I am looking for new challenges and an opportunity to use my secretarial skills in your department.

With reference to the qualifications described in the advertisement, you will see from the enclosed resume that I have:

- 15 years of experience in secretarial and administrative support positions, with increasing levels of responsibility.
- Computer training and experience using Microsoft Word.
- Extensive experience in taking the initiative to organize an office, with little supervision.
- Business Administration Diploma;
- First Nation Management Diploma;

In addition to my extensive office experience, I have strong communication and organizational skills, a commitment to providing excellent customer service, excellent administrative skills and I am able to work independently and within a team environment. I have been recognized in my volunteer work for my abilities to organize events and take responsibility for fund raising activities. My broad background and experience makes me an excellent candidate for this position.

I look forward to an opportunity to further discuss my qualifications for this position with you.

Sincerely,

Jane Doe

Exemple de curriculum vitæ

Formation : indiquez les études que vous avez terminées (le niveau, le diplôme ou le certificat, etc.) et les cours que vous avez suivis qui pourraient vous servir dans le poste convoité.

Inscrivez vos activités de perfectionnement (cours, ateliers, certifications) qui ont un lien direct avec l'emploi convoité.

Listez vos expériences professionnelles de manière chronologique (en commençant par la plus récente) et, en termes simples, précisez : les dates d'embauche et de cessation d'emploi (le mois et l'année), le titre de l'emploi, le nom de l'entreprise, le lieu de travail et les fonctions reliées à l'emploi. Précisez clairement vos compétences, vos expériences et vos connaissances en lien avec les qualités essentielles recherchées.

Education

2015 – Business Administration, Certificate received in Yukon College

2012 – Financial Management, Diploma received in Calgary Alberta

Other Training

2015 - Microsoft Excel Fundamentals, Course, Yukon College, Whitehorse, Yukon

2015 - Microsoft Excel Tool, Course, Yukon College, Whitehorse, Yukon

2014 - Microsoft Word, Course, SAIT, Calgary, Alberta

2010 - Microsoft Access, Course, SAIT, Calgary, Alberta

Work Experience

January 2015 – Present

Administrative Assistant, Public Service Commission, Whitehorse, Yukon

- Coordinate all staffing request from departments which includes entering Action Request Forms into Access database, preparing competition and exemption files for Human Resources (HR) to pick up
- Coordinate all advertisements for Yukon Government job postings, assist departments with draft and review of ads
- Answer calls and inquiries for all employees and members of the public, forward enquires to the appropriate
- Using Microsoft Outlook for calendar management, creating meetings and inviting attendees, locating and booking available meeting room
- Experience in maintaining and management of confidential records
- Prepared and distribute Memos using Microsoft word

June 2014 – December 28, 2014

Receptionist, Jungle Ride Office, Calgary, Alberta

- Provided front end reception by greeting customers and directing them to the appropriate person in the organization

Exemple de curriculum vitæ suite

Abordez chaque qualité essentielle qui figure sur l'offre d'emploi (si vous possédez la compétence en question).

Si cela s'applique à l'emploi convoité, indiquez :

- les associations ou ordres professionnels dont vous êtes membre;

- vos réalisations et les prix que vous avez reçus (vous n'avez pas à joindre de document à l'appui).

Dans les cas où l'expérience remonte à plus de dix ans, ne donnez qu'une brève description.

- Photo copying, faxing, answering phones
- Maintained an electronic and manual filing system by entering all new clients
- Answered calls and requests for information for the public and current employees
- Handed out pamphlets, addressed any concerns and issues they had and forwarded their concerns to the appropriate branch
- Assisted employees regarding inquiries about their pay and benefits forms
- Sorted and distributed all incoming mail for departmental branch
- Updated all phone lists and notes using Microsoft Word, and Excel, as needed

December 2013 – May 2014

Child Care Worker, Let's Have Fun, Calgary, Alberta

- Responsible for six toddlers
- Responsible for staffing and scheduling – interviewed candidates for positions
- Working with parents, family and children
- Dealing with sensitive care issues
- Providing quality childcare for community children
- Preparing snacks and lunches
- Providing different indoor and outdoor activities
- Prepare meals and snacks
- Pick up and drop off school age children
- Attending scheduled internal staff meetings

February 2010 – April 2010

On Call Receptionist, Southland Registration, Calgary, Alberta

- Answered telephone and email enquiries and redirected the calls and email as necessary

Exemple de curriculum vitæ suite

- Provided front end reception by greeting clients and members of the public.
- Receiving and processing all incoming and outgoing mail
- Word-processing correspondence, memoranda, reports, and documents when required using Microsoft word
- Arranged travel, itinerary and schedule when required for the director and supervisor
- Booking and maintaining boardroom facilities and staff vehicles
- Arranged meetings as needed
- Provided financial functions such as banking, depositing funds, receiving and recording of rental payments, maintaining petty cash for small maintenance projects, processing and maintaining purchase order book and invoices

Volunteer Experience

April 2000 – October 2005, Secretary – Treasurer, School Committee, Golden Elementary School, Calgary Alberta

- Organized fund raising events
- Maintained accounting records (using ACPAC)
- Received and disbursed moneys for class field trips

References

Available upon request

Dans cette partie, vous pouvez inscrire le nom de deux ou trois références (ou attendre à l'entrevue pour les mentionner). Pour chaque référence, fournissez le nom de la personne, le titre de son emploi, l'organisme, le lien professionnel qui vous unissait à elle et ses renseignements personnels (adresse et numéro de téléphone). Ces personnes doivent avoir supervisé ou observé votre travail, et doivent consentir à agir à titre de référence. Ne joignez pas de lettres de recommandation à votre CV.