

## Sample Cover Letter

October 15, 20XX

Alyeska Pipeline Service Company  
P.O. Box 196660  
Anchorage, AK 99519-6660

Reference: Accounting Supervisor – Job Number 004967

Attention: Recruiting Manager  
Emailed To: [alyeska\\_jobs@alyeska-pipeline.com](mailto:alyeska_jobs@alyeska-pipeline.com)

To Whom It May Concern:

Over the years, I have developed a reputation for introducing fresh ideas and creative ways of dealing with challenges. Because this is a personality trait --- not a learned skill --- it is one I can offer Alyeska Pipeline Service Company with confidence. It is who I am. It has defined the contributions I have made in the positions I have held. You will find me to be a person of integrity, a person with a proactive style who enjoys identifying ways to make something work rather than reasons not to try. I have contributed to the success of management teams and worked on my own without supervision. I have mastered the ability to stay focused during stressful times and to be humble during the good times. I have received consistently high praise from superiors and co-workers alike, many of which are ready to serve as references.

<u>You Are Seeking</u>	<u>Here's What I Can Offer</u>
Education – four [4] year Degree in Business Administration with an Accounting Major.	Accounting Major Bachelor of Arts Degree University of Washington – Seattle, Washington.
Minimum of four [4] years of direct work experience in Accounting, Business Management or Finance.	Employed nine [9] years in Controller & Senior Accounting positions. Employed 15 years overall in General Construction and Oil & Gas Industry operational project/cost accounting – including Alyeska Pipeline Construction project budget analyst, project accountant and project auditor positions, and in Controller position with Alyeska Pipeline Service Company sub-contractor.
Minimum of three [3] years of supervisory experience.	Overall supervisory experience includes professionally trained accountants, accounting technicians, accounting clerks and clerical administrative staff.

As my resume indicates, I have a solid professional background. I will bring to Alyeska Pipeline Service Company an employee who always exemplifies a solid work ethic and who will stay the course. My expertise equips me to start delivering results for Alyeska Pipeline Service Company immediately --- resulting in minimal disruptions to your organization. I would like to meet with you to discuss your needs for your organization. Why not consider an experienced self-starter like me?

Sincerely,

*Signature*  
Your name  
Your address  
Anchorage, AK 99514-2096  
Phone: 907-123-4567  
Email: [sample@sample.com](mailto:sample@sample.com)



### Employment Information:

Email: [Alyeska\\_jobs@alyeska-pipeline.com](mailto:Alyeska_jobs@alyeska-pipeline.com)

Job Hotline: Anchorage Area 787-8842

Job Hotline: Toll Free 1-888-270-8842

Website:

[www.alyeska-pipe.com/Employment/JobOpportunities](http://www.alyeska-pipe.com/Employment/JobOpportunities)



PO Box 196660, MS 536  
Anchorage, Alaska 99519-6660

Phone: 907-787-8099  
Fax: 907-787-8448  
Email: [Alyeska\\_jobs@alyeska-pipeline.com](mailto:Alyeska_jobs@alyeska-pipeline.com)

**HINTS & TIPS**  
**FOR APPLYING FOR JOBS!**

## How Do I Apply For A Job with Alyeska Pipeline Service Company?



Thank you for your interest in employment with Alyeska Pipeline Service Company!

We are an Equal Employment Opportunity Employer.

**IMPORTANT:** We accept resumes for open positions only. Please be sure to reference the job number for the position you are applying in all documents and in the subject line of your email.

You can apply three (3) ways:

### 1. **Electronically (Preferred)**

- Find an open position by visiting our website at: [www.alyeska-pipe.com/Employment/JobOpportunities](http://www.alyeska-pipe.com/Employment/JobOpportunities) click on the job number.
- This will redirect you to the details for that open position. Click on the “apply” button at the top of the page.
- Attach your resume and cover letter.
- Click on the “submit” button
- You should receive an acknowledgment that your resume and cover letter were received.

### 2. **Fax** a current resume & cover letter to 907-787-8448

- ### 3. **U.S. Mail:** send a current resume & cover letter to:
- Alyeska Pipeline Service Company  
Attention: HR Recruiting MS-536  
P.O. Box 196660  
Anchorage, AK 99519-6660

Alyeska Pipeline Service Company is an Equal Opportunity Employer that values Workplace Diversity and would appreciate your assistance in completing an EEO form [Equal Employment Opportunity \(EEO\) form](#)

## Résumé Guidelines

Please submit your cover letter and résumé as a single document file.

Submit your document in one of the three following formats only:

- 1) Plain Text,
- 2) Microsoft Word 98 (or newer version),
- 3) Adobe Acrobat .pdf.

Include your name, addresses, telephone numbers, and email address at the top of your resume so that we may contact you.

For Example:

**John T. Doe, Jr.**  
**3333 Right Street, Apt. 2**  
**Anchorage, AK 99503**  
**(907) 111-2222**  
**sample@sample.com**

- Do not include personal information such as birth date, marital status, height, weight, pictures, social security number, driver’s license number, etc.
- You may include more than one address but indicate which address is your current contact information.
- Include all work history with the month and year for the start and end of each position you have held.
- Include education if you have a degree. List the type and major.
- Include certifications and volunteer information, etc.

Update your resume! Review the job posting, and tailor your resume for each position to emphasize your experience that is related to the job you’re applying for. If applying for two different positions, consider having different resumes to highlight relevant experiences. Use a spell checker!

Try to keep your resume to two pages or less (not including your cover letter.)

If you are currently in school, say so. Specify which college or university you’re attending, what degree you’re working on, and your expected graduation date. Prepare a cover letter, using the example on the back as a guideline.

## Important Information about Alyeska Pipeline Service Company

**Alyeska Pipeline Service Company is a drug and alcohol free workplace.**

### **Pre-employment Drug Testing Information**

Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for illegal drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. A positive drug test (to include alcohol screening) makes you ineligible for APSC employment.

It is important to note that Alyeska does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).

### **E-Verify**

Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify. E-Verify is an Internet-based system that compares information from an employee’s Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility. Please visit the following website for further information [www.dhs.gov/e-verify](http://www.dhs.gov/e-verify).

### **Trans Alaska Pipeline System (TAPS)**

#### **Contract Employment**

If you do not see a position that fits within your expertise then please check the TAPS Contractor link on the Alyeska pipeline website: [www.alyeska-pipe.com/Employment/TAPSCContractors](http://www.alyeska-pipe.com/Employment/TAPSCContractors).

More than 2000 people are employed regularly on the Trans Alaska Pipeline System at pump stations, the Valdez Marine Terminal, SERVS, and offices in Anchorage, Fairbanks and Valdez.

*Please note that you will need to check with each individual organization’s website to determine what open positions they have and how to apply with that organization.*