

## Sample Cover Letter

July 24, 2017

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

Reference: Accounting Advisor – Job Number 004967

Attention: Recruiting Manager

To Whom it May Concern:

Over the years, I have developed a reputation for introducing new ideas and creative ways of dealing with challenges. 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 I am a self-starter.

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. My expertise equips me to start delivering results for the Company immediately!

<u>You Are Seeking</u>	<u>Here's What I Can Offer</u>
Bachelors Degree in Business Administration with an Accounting Major.	Bachelor of Arts in Accounting from University of Washington.
Minimum of four [4] years of related work experience in Accounting, Business Management or Finance.	Employed nine [9] years in a Controller role and in Senior Accounting positions. Employed 15 years overall in General Construction and Oil & Gas Industry operational project and cost accounting.
Minimum of three [3] years of team supervision experience.	Over (5) years of overall supervisory experience includes professionally trained accountants, accounting technicians, accounting clerks and clerical administrative staff.

Sincerely,

*Signature*

Your name

Your address

Phone: 907-123-4567

Email: sample@sample.com

## Employment Information:

Email: alyeska\_jobs@alyeska-pipeline.com

Job Hotline: Anchorage Area (907) 787-8842

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

Visit the Alyeska Pipeline website once a week

to see the latest job postings:

Employment Website:

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

If you do not see a position that fits within your expertise then please check the TAPS Contractor link on the Alyeska pipeline website: <http://www.alyeska-pipe.com/Employment/TAPSContractors>. More than 2000 people are employed regularly on the Trans Alaska Pipeline System (TAPS) at pump stations, the Valdez Marine Terminal and offices in Anchorage, Fairbanks and Valdez.

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



Mailing Address and Phone Numbers:

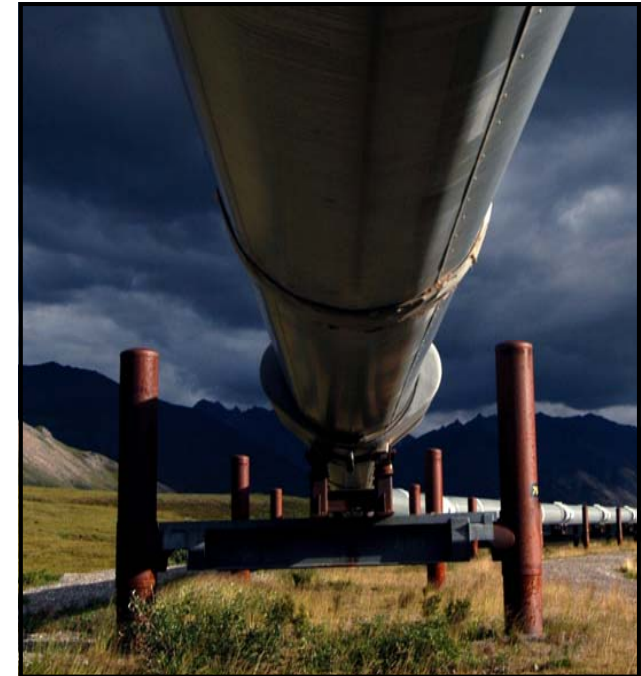
PO Box 196660, MS 536

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**

**Applying for Positions @**

**Alyeska Pipeline Service Company**

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



Welcome and thank you for your interest in employment with Alyeska Pipeline Service Company! We are an Equal Employment Opportunity Employer.

Here is how to apply:

Electronically

- Find open positions by going to our website at: <http://www.alyeska-pipe.com/Employment/JobOpportunities> click on a job number for more information.
- This will redirect you to a detailed page of that posting. Click on the “apply” button at the top of the page.
- Once you hit submit on the apply button you should receive an acknowledgment that your resume and cover letter were received.
- If a job has already closed the “apply” button will not appear.

If you are unable to submit a resume electronically please e-mail or give us a call and we can work with you to submit your resume by mail or fax.

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

Alyeska is an Equal Opportunity Employer that values Workplace Diversity and will appreciate your assistance in completing an EEO form Equal Employment Opportunity (EEO) form.

## Resume Guidelines

Please submit your résumé as a single document file.

Submit your document in the following formats:

- ⇒ Adobe Acrobat \*.pdf files (preferred)
- ⇒ plain text
- ⇒ Microsoft Word 98 (or newer version).

Above noted formats are acceptable. Our system cannot read WordPerfect or Microsoft Works or ClarisWorks file formats.

Always Include your name, address, telephone numbers, and Email address (if applicable) at the top of your resume. (This information will be used to contact you via phone, U.S. Mail, or e-mail.)

**For Example:**

**John T. Doe, Jr.**  
**3333 Right Street, Apt. 2** (or P.O. Box #####)  
**Anchorage, AK 99503**  
Phone: **(907) 111-2222** Cell: **(907) 222-3333**  
Email: **janedoe@yahoo.com**

- Do not include personal information such as birth date, marital status, height, weight, pictures, social security number, driver’s license number, etc.
- Include the month and year of employment next to each position you have held.
- Include all work history in detail. If you have a degree, list the type and major. Also include certifications and volunteer information, etc. on the resume.

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 you’re applying for two different positions, have two different resumes handy. **Use a spell checker!**

If you’re in school, note it on your resume. Specify which college or university, the degree you are pursuing, and your expected graduation date. Prepare a cover letter using the example on the back of this brochure as a guideline.

## Important Information about Alyeska Pipeline Service Company



**Alyeska Pipeline is a drug-free 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 and marijuana 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 reference the following website for further information <http://www.dhs.gov/e-verify>.