

# QUEEN'S BEST COVER LETTERS 2019/20







## Welcome to Queen's Best Cover Letters: 2019/20

Wondering how to write an effective cover letter? We've compiled these examples from actual students (edited to be anonymous and to demonstrate a range of strategies) to help you focus your time and write your best cover letter!

A brief write-up accompanies each cover letter, discussing its presentation and purpose and highlighting key strategies that the author used in crafting the final product.

We have also included two sections to help guide your cover letter writing. On pages 19-21, observe how one student improved their cover letter, taking it from good to better. On pages 44-49, learn how to tailor your cover letter to specific job descriptions and opportunities.

For easier scanning, you will notice that each cover letter is identified with two to three icons — use these to find cover letters from students with experiences similar to yours. But don't hesitate to consider other ones as well. You may find a strategy useful, even if you can't relate to a student's specific experience.

Finally, although these cover letters may be some "best" examples, no cover letter is perfect. As you develop your own best cover letter, you can use these examples as inspiration, and then design the best way to tell your own unique story. Best of luck in your cover letter preparation and job search! For more information on cover letter techniques, job-search tips, workshops, career advising and much more, visit us at Career Services!

NAVIGATE COVER LETTERS  
USING THE ICONS AT THE  
TOP OF THE PAGE!



### Acknowledgments

A huge thank you to all the students and graduates who generously shared their cover letters as examples for the benefit of other Queen's students. Thank you also to all those who have contributed to the editing and design of this magazine and its previous editions, including staff and student staff at Career Services. A particular thank you to Ally Mastantuono, Jenny Lee Northey, and Julia Witmer for their leadership.

And a heartfelt thanks to the employer and educator advertisers whose support helps make this publication available to Queen's students.



# WRITING GREAT COVER LETTERS: 4 KEY IDEAS

Your cover letter is a succinct introduction that starts a conversation about what you bring to an employer, organization, or educational program. Typically accompanying a resume, a cover letter positions you as someone who understands the requirements and needs of a role. It is an opportunity for you to focus on memorable stories that will help your application stand out.

- TARGET & PERSONALIZE
- SHOW RESEARCH
- CONNECT TO THEIR NEEDS
- BE PROFESSIONAL

01

TARGET AND PERSONALIZE

Customize your cover letter to reflect the needs of a specific position, organization, or program. A targeted cover letter is more compelling to the reader than a generic one. Whenever possible, address your cover letter to someone by name. During your job search, try to find the individual(s) who have the ability to hire you.

02

RESEARCH CULTURE, VALUES, TRENDS

Go beyond the job description to learn more about the organization’s culture, priorities, and challenges through speaking with current or former employers, visiting its website, social media channels, LinkedIn company page and employee profiles. Using your understanding of industry trends, you can tailor your application to match the terminology and language used by the organization and/or industry. This also enables you to express genuine motivation for the role and organization.

03

UNDERSTAND AND CONNECT TO THEIR NEEDS

Make a case for how your skills and experience connect with the role. Demonstrate with evidence how you would do the work, beyond just saying you understand the tasks and responsibilities or what you will gain for your career. Include evidence that supports and points to your resume — for example, provide relevant stories with details that will help them remember you.

04

BE PROFESSIONAL

Your cover letter should be focused, clear, and have a professional tone. However, be careful of it sounding like a formal academic essay. Consider and be consistent in your choice of font type, font size, and general format.











Skills From  
Academics



Previous  
Employment



Work/Study  
Abroad

# PATRICK LEUNG

613-546-5555 | pleung1@queensu.ca

4 March 2019

Sebastien Cole  
Investment Analyst  
TD Asset Management  
161 Bay St.  
Toronto, ON, M5J 2T2

Dear Mr. Cole,

As a passionate business student specializing in Accounting and Finance, I am constantly seeking opportunities to apply my background, skills, and experiences in a business setting. I look forward to being part of TD Asset Management through the Investment Analyst summer position. TD's reputation for excellence and its focus on client service appeals to me as I would like to contribute my strong quantitative analysis skills in a high-touch customer-centric organization.

Through my coursework, I have recognized and further refined my ability to conduct financial analyses, while gaining a better understanding of areas such as company analysis and valuation. I have become adept at preparing financial statements and reports and conducting company valuations using the Discounted Cash Flow and Comparables approaches.

Together with the required analytical skills, I also bring the people skills integral to this job position. With my extensive experience in service-oriented industries, interacting and collaborating with others is not just something I am comfortable with, but it is something I highly enjoy. In addition to being in a rigorous business program that emphasizes teamwork, I spent the past summer working as a Summer Student at a Bank of China branch in Shanghai, China. I interacted with diverse clients on a daily basis, which significantly reinforced my interpersonal and communication skills.

TD is looking for a candidate who is capable of maintaining a close eye for detail and consistently delivering high quality results. In my role as Office and Reception Assistant at Shaw Insurance Services, my attention to entering data accurately along with my efficiency in resolving diverse inquiries from various clients has earned the praise of my supervisors. Thus, as an extremely driven individual, I hope to be able to continue making valuable contributions and to do so as part of the TD team. I am confident in my ability to uphold its existing culture of excellence and I am highly motivated by this unique opportunity for learning, experience, and growth.

Thank you for taking the time to consider my application. I look forward to the opportunity to discuss my suitability as an Investment Analyst at TD Asset Management in the near future. Please feel free to contact me if you have any further questions or queries.

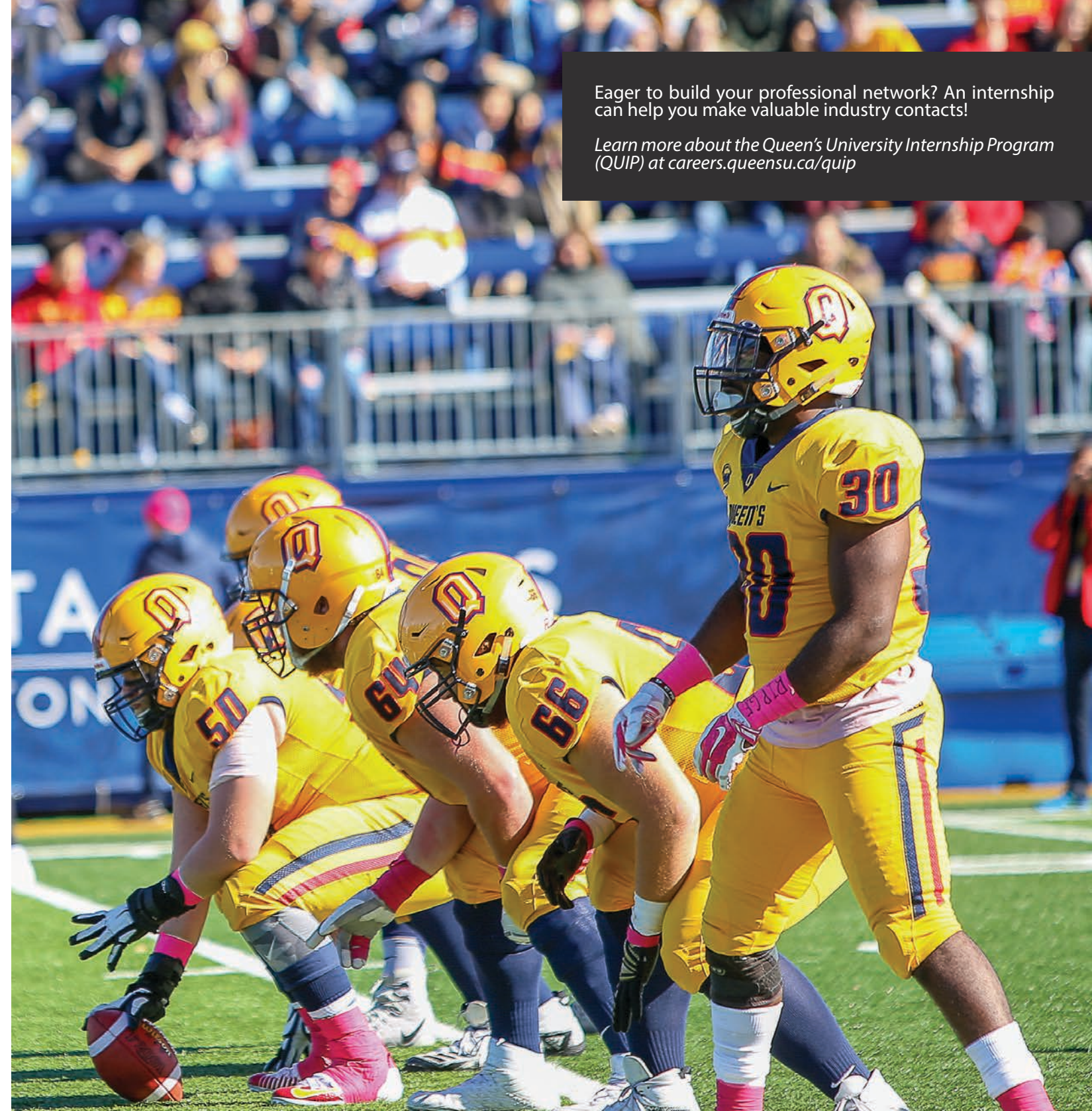
Sincerely,

*Patrick Leung*

Patrick Leung

Eager to build your professional network? An internship can help you make valuable industry contacts!

Learn more about the Queen's University Internship Program (QUIP) at [careers.queensu.ca/quip](https://careers.queensu.ca/quip)



Patrick is targeting an investment analyst position with larger banks by:

- Including international work experience and demonstrated experience working with diverse clients
- Showing good fit with company value of high touch customer service
- Demonstrating his knowledge of finance skills relevant to this role





Graduate  
Student



Clubs and  
Activities

## APARNA CHAUDHARY

647 333 6677  
44ac9@queensu.ca

May 24, 2019

Jenny Stewart  
Director of Recreation  
Visual Arts Windsor  
144 Cliffview Ave.  
Windsor, ON, N8N 1C8

Dear Ms. Stewart,

I am excited to be applying for the position of your Summer Programs Assistant at Visual Arts Windsor (VAW). I am applying for this position for three reasons: a passion for art, experience working with children and desire to give back to the Windsor community.

I am very familiar with the gallery context, as well as community art programming, after working as a student docent for three years at the Agnes Art Gallery at Queen's University. In this role, I was responsible for leading tours of the public gallery and planning and delivering supplementary workshops for groups of elementary and middle school children. Through this experience, I understand the importance of quickly acquiring thorough knowledge of the exhibitions and delivering engaging tailored programming both in the gallery and in the studios. It has been very rewarding to be able to inspire and expand perspectives of so many students and visitors of diverse backgrounds, from all over the world.

As well, studying art history has transformed how I view the world and how I value the role of arts education and creativity in our lives. Outside of my studies, I have always actively integrated art into my life—being a set designer and creating graphic design as a side business. In fact, when applying to law school, my personal statement was entirely focused on the impact of art history on my life and perspective.

VAW's pillar of equity and accessibility in your values statement also greatly resonated with me. As a woman of a visible minority, I have also become an advocate for equity and diversity at Queen's. In the position of co-chair for the inaugural Queen's Accessibility and Inclusion Conference last year, I worked with seven other like-minded students in striving to create a hope-focused setting of dialogue and thought leadership where over 90 participants were able to contribute their ideas for a more inclusive community. This conference helped to consolidate my belief that public spaces such as VAW help to provide accessible and affordable arts education and to foster appreciation of the visual arts.

I can assure you of my full commitment to the work of VAW. I look forward to sharing more of my passion for art education with you.

Sincerely,

*Aparna Chaudhary*

Aparna Chaudhary



Aparna is targeting a summer position in an arts environment by:

- Emphasizing she has relevant skills for the role, such as the ability to deliver tailored educational programming and working with a range of audiences
- Connecting her advocacy for equity and diversity to her beliefs about art education
- Describing how interest in and involvement with the arts has been interwoven with and grown through her skills and experiences



Elizabeth Misner  
831 Forrest St.  
Mississauga, ON, L5H 1D8  
416-333-8855  
elizabethmisner@rogers.com

April 26, 2019

Region of Peel: Children's Services  
447 Eglinton Ave.  
Mississauga, ON, L4Z 2G7

Dear Hiring Committee,

Please find attached my resume in application for the position of Youth Employment Support Coordinator. I believe that the nature of my work experience and my studies at Queen's University position me as someone who integrates comprehensive knowledge of critical topics affecting youth with firsthand experience working with youth.

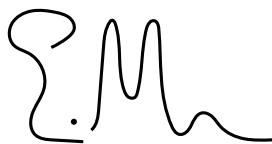
I understand that this role requires tact and sensitivity, and the ability to build rapport with youth. My studies in Gender Studies and Sociology, with a Certificate in Sexual and Gender Diversity Studies, combines with my volunteer experiences to form a strong foundation of knowledge and understanding of the intersection of diverse identities. My undergraduate research thesis focused particularly on intersectional social inequalities and cultural diversity of youth in Canada. I also continue to be involved in various community service programs, including being a volunteer Board member for the Boys and Girls Club and a peer mentor to an at-risk youth.

As Payroll Program Assistant with the City of Brandon's Policy, Planning, Finance & Administration Division, I accurately and efficiently support fellow colleagues and other individuals on a daily basis through general administration and coordination, especially in the areas of data analysis, WSIB legislation, and HR policies.

I further developed these administrative and customer skills in my position as Leasing Specialist for a property management company. I worked for a summer in a high-volume, customer-oriented environment, acting as the first point of contact for many dissatisfied clients from diverse communities in a professional manner. From this position, I gained considerable experience with coordinating meetings, events, and staff schedules, payment processing, effective oral and written communication, and customer service skills.

I believe that my skills and work experience combined with a passion for supporting populations affected by various social inequalities will be an asset to your organization. Thank you for taking the time to consider this application, and I look forward to hearing from you in the near future.

Sincerely,



Elizabeth Misner



Elizabeth is targeting this role by:

- Showcasing her experience with youth through relevant knowledge and skills gained from both volunteer and academic experiences
- Demonstrating she has competencies in interpersonal and administrative areas by providing specific examples from previous positions





2nd or 3rd  
Year



Skills From  
Academics



Previous  
Employment

**Amanda Pellegrini**

amanda.pellegrini@queensu.ca • 416-663-6000

August 8, 2018

Region of Peel: Children's Services  
447 Eglinton Ave.  
Mississauga, ON, L4Z 2G7

Dear Hiring Committee,

I am applying to the Policy Intern position, which I discovered through the Ontario Public Service (OPS) website. I am particularly interested in working within the Ministry of Natural Resources and Forestry given my academic focus and interest in working with rural Canadian communities. I am excited to be part of how OPS is working through various initiatives to create policies that support growth in the use of renewable energy in rural communities.

Through my undergraduate degree in Global Development Studies, I have grown in my understanding of how policy intertwines with politics, economics and identity. I have taken foundational courses that include Global Environmental Transformations, a course that integrates social science perspectives on environmental topics such as energy, agriculture and urbanization. My upper year courses focused additionally on the political economy of resource extraction and policy advocacy in Canada.

Through my role as Academics Commissioner for the Arts and Science Undergraduate Society, I established a successful track record for forming positive working relationships with students, faculty, administration, and other stakeholders, listening actively and providing solutions, as well as efficiently resolving conflict. I directly oversaw over 60 individuals in 30 different committees. In this role, I led the development and implementation of a process that increased the quality of students' participation in course evaluations, and better connected evaluation outcomes with course curriculum review cycle processes. I methodically gathered and analyzed historical data from the last ten years to develop recommendations and resolutions that ultimately informed the final version of the process. The success of the pilot year also provided the opportunity for me to present to other faculty society executives as well as to the Associate Dean of Teaching and Learning.

Furthermore, I have been successful in maintaining effective working relationships while prioritizing deadlines and projects. In my second year of university, I was elected to be House President of Smith House, which provided opportunities to influence and create residence policies that took into account university-level strategy, health and safety, as well as the perspective of Smith House residents. While balancing a full academic course load, I ran a house council of 12 students and represented the 271 students of my residence on several university committees.

My experiences have shaped me to be adaptable in new environments and to be solution-oriented in a variety of contexts. Working with this Ministry will allow me to contribute to public interests and, more importantly, to support sustainable economic growth that will benefit the well-being of Ontario's rural communities. I look forward to this opportunity to contribute to the Ontario Public Service through this role. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Amanda Pellegrini

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Amanda is applying for an internship in the Ontario Public Service by:


- Ensuring she uses relevant keywords and language, as outlined in the job posting, to describe her skills
- Mentioning knowledge of relevant governmental policy trends related to Ontario rural communities
- Describing relevant academic courses that relate to the type of policy work she is applying for





# MATTHEW FISCHER


Feb 6, 2019


Canadian Cystic Fibrosis Foudation  
 4985 Yonge Street  
 Toronto, ON, M1P 3B8


647 555 5566


matthew.fischer@queensu.ca


matthewfischer.com


/matthewfischer


Kingston, ON / Toronto, ON

Dear Canadian Cystic Fibrosis Foundation,

I am applying for the Communications Assistant position with the Canadian Cystic Fibrosis Foundation, as advertised through MyCareer. Based on the wide range of non-profit and marketing roles I have held, I believe that the breadth of my communication skills makes me an ideal candidate to support your Foundation in strategically communicating your values and focus to stakeholders and the public.

As Head of Marketing for the Pink Ribbon Fashion Show, which raises money for breast cancer research, I created and executed a creative campaign that increased social media engagement by 300% and website traffic by 125% for this past year’s event. As well, I worked closely with the Sponsorship Team to provide greater donor incentives to sponsors. These efforts proved to be incredibly valuable, increasing sponsorship from \$25k (2018 show) to \$40k+ (2019 show). I learned to create compelling messages through various media such as video, photography, and websites that resonated with sponsors’ personal and organizational values.

I understand what it takes to meet deadlines with resource constraints, especially in a non-profit context. As Brand Manager for the Alma Mater Society (AMS), I directly managed over 40 staff and volunteers through projects and roles. In a period of eight months, I helped the AMS increase social media reach by 325%, and website traffic by 150%. I also supported the orientation team in transitioning to support the Multiple Sclerosis Society of Canada, for whom AMS raised just over \$100,000 last year.

In addition to my social media management skills, I believe I possess creative project management skills that would make me effective in this particular role. Last summer, as a Communications Coordinator, I led the creative design, publication, and graphic design of Queen’s Speaks—a 2500 copy, 52 page, full colour, brand new student-written magazine. I spent time developing and maintaining relationships with numerous stakeholders, including students, print manufacturers, photographers, and Queen’s Marketing. I also further developed my communication skills through design presentation seminars that I led, and extended my graphic design and marketing skills as I created a brand-new layout from scratch. The magazine was incredibly successful, with all 2500 copies picked up within the first four months of publication.

Thank you for taking the time to consider my application. I invite you to view my portfolio of creative work on my website at [www.matthewfischer.com](http://www.matthewfischer.com), where you will be able to explore samples of my films, photos, and graphic designs. I look forward to further discussing my qualifications with you in person.

Sincerely,

Matthew Fischer

Matthew Fischer



Take advantage of your summer and gain valuable work experience with SWEP!

Learn more about the Summer Work Experience Program (SWEP) at [careers.queensu.ca](http://careers.queensu.ca)

Matthew is applying for a non-profit communication role by:

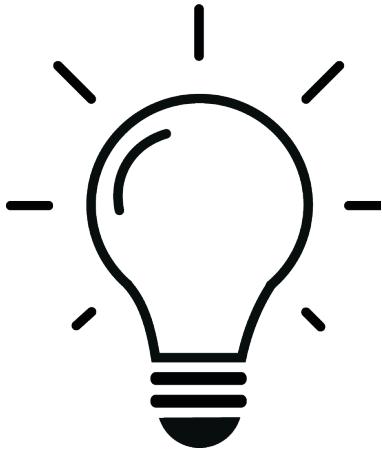
- Drawing attention to specific communication skills most needed for this role in a non-profit context, such as creating compelling messages and fundraising campaigns
- Providing quantitative evidence of success in previous experiences
- Including a link to his portfolio to allow readers to see examples of his work, as the job requires design skills





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# MAKING YOUR BEST VERSION



On the following two pages, observe how Alina transforms her first draft into her best work!

Alina’s first draft was strong because she carefully read the job description and conducted research about the community and organization to understand their values, goals, and services. However, to make her cover letter stand out, Alina conducted an informational chat with a full-time Program Coordinator at the Neighbourhood House. Through this chat, Alina learned about day-to-day responsibilities of full-time staff and students, the importance of cultural safety and awareness, and the organization’s preference for someone with strong project management skills.

## ALINA IMPROVED HER COVER LETTER BY...

## HER SECOND VERSION IS BETTER BECAUSE...

Shortening the introduction paragraph.	The same information is present, but is presented in a more succinct fashion.
Explaining her personal connection to the Marpole area and the Neighbourhood House.	It shows that she understands the history, culture, and needs of the community.  It communicates her understanding and appreciation of the organization.
Highlighting project management experience, including specific and quantifiable accomplishments and broader successful outcomes.	Planning and implementing events and workshops is a central part of the role.  Specific accomplishments, including quantified results (\$1000 raised), add evidence.
Explaining her NGO internship abroad and its connection to the peer advisor experience.	It highlights her international experience.  It shows the development of her communication and teamwork skills with diverse groups of people, which is critical for this role.
Describing her active listening and empathy skills, in addition to her experience working with people from diverse backgrounds while working with PASS.	It illustrates her ability to work with and support all community members.  It solidifies her awareness of potential differences between cultural backgrounds.





## ALINA SARRAF

4159 North 8th Ave, Vancouver, B.C. | 778-996-5535 | alina.sarraf@outlook.com

May 16, 2019

Marpole Neighbourhood House  
8585 Hudson Street  
Vancouver, BC, V6P 4M3

Dear Hiring Manager,

It is with great enthusiasm that I submit this application for an opportunity to work as the Community Engagement Assistant for the Marpole Neighbourhood House. I am applying to this position as I would love to work for an organization that gives back, especially to the community that means so much to me. Growing up in Marpole has defined who I am today, a passionate and hard-working Queen's University student, entering my fourth year in Political Studies. During my time at Queen's University, I have given back to the community through various volunteer positions on campus from Queen's Refugee Relief (QRR), to being a Peer Advisor for the Peer Academic Support Services program (PASS). Now that I have returned back home for the summer, I would like to continue to give back to the community.

I have demonstrated strong fundraising and marketing abilities through my volunteer work with Queen's Refugee Relief (QRR) and Inquire Publications, a social and political magazine on campus. Through both of these positions I have been in charge of holding events to promote the clubs around campus as well as raise money. During my time with QRR, I created and organized a coffee house concert to raise money for refugees within the Kingston community. The coffee house concert involved a lot of hard work and creative problem-solving skills.

Furthermore, last year I had the opportunity to volunteer with the NGO EcoPeace Middle East while I was on exchange. During this time, I had the responsibility to create a poster that would be used to highlight the pollution within the region and its water systems. I developed the creative idea and then adjusted according to the feedback I received. Thus, this shows I can self-motivate and work independently as well as adjust to feedback and work within a team. Additionally, I developed interpersonal skills as well as the ability to easily adapt to new places, people, and situations from studying and volunteering abroad.

I believe that I would be a great candidate for this position as I am a creative, hard-working and passionate individual. Marpole Neighbourhood House combines my interests and passion for sustainability and food security in the neighbourhood that I love so much. Moreover, I have gained so much from the Marpole community and I would be thrilled to be able to give back.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

*Alina Sarraf*

Alina Sarraf

## ALINA SARRAF

4159 North 8th Ave, Vancouver, B.C. | 778-996-5535 | alina.sarraf@outlook.com

May 16, 2019

Helen Low-Bearsky  
Associate Director  
Marpole Neighbourhood House  
8585 Hudson Street  
Vancouver, BC, V6P 4M3

Dear Ms. Low-Bearsky,

It is with great enthusiasm that I submit this application for an opportunity to work as the Community Engagement Assistant for the Marpole Neighbourhood House. I am applying to this position as I would love to work for an organization that is such a vital part of the Marpole area, a community that has defined who I am today. My engagement and volunteerism in the community have enabled me to understand how the strength of relationships and the fostering of a sense of belonging contribute to an engaged and inclusive community.

I grew up about five minutes away from Marpole Neighbourhood House. I fondly remember attending summer programs as a child, and it was there that I developed friendships with other youth with whom I still keep touch today. When I went to university, I decided to pursue activities that would enable me to help foster that same sense of belonging in whatever community I would be in. I have developed strong fundraising and marketing abilities through my volunteer work with Queen's Refugee Relief (QRR) and Inquire Publications, a social and political magazine on campus. Through both of these positions, I have been in charge of creating and curating creative events to promote specific social causes and to garner donations. During my time with QRR, I created and organized a backyard coffeehouse concert to raise money for refugees within the Kingston community. Not only was I able to consolidate relationships between Queen's students and community organizations such as Kingston Immigration Partnership, we were able to raise about \$1000 from the event. Creating this event successfully in a two-week timeline required strong organizational skills, multi-tasking skills, and creative flexibility, especially as I navigated unexpected hurdles and challenges.

In my volunteer role with the NGO EcoPeace Middle East while I was on exchange in Tel Aviv, I had the responsibility to create a poster that would be used to highlight the pollution within the region and its water systems. I developed the creative idea and then adjusted accordingly to the feedback I received based on the organization's needs. Working in a diverse office with staff representing over 10 countries, I was able to work independently while collaborating and aligning with the organization's strategic foci. Furthermore, as Peer Advisor for the Peer Academic Support Services program (PASS), I also honed skills in attentive listening and empathy as I advised fellow students in academic procedures and decisions, such as course and degree plans. My ability to adapt to new places, people, and situations from studying and volunteering abroad with people from diverse cultural backgrounds will be advantageous as your organization serves a diverse population.

I believe that I would be a great candidate for this position as I am a creative, hard-working and passionate individual. Marpole Neighbourhood House combines my interests and passion for community development and I am excited to contribute to the continuation of inclusive and accessible programs that support community residents from all walks and ages of life. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

*Alina Sarraf*

Alina Sarraf



# QUEEN'S BRIDGE BUILDING TEAM *thanks*

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agroman



for another successful season.



 [ferrovial.com](http://ferrovial.com)



## What's your possible?

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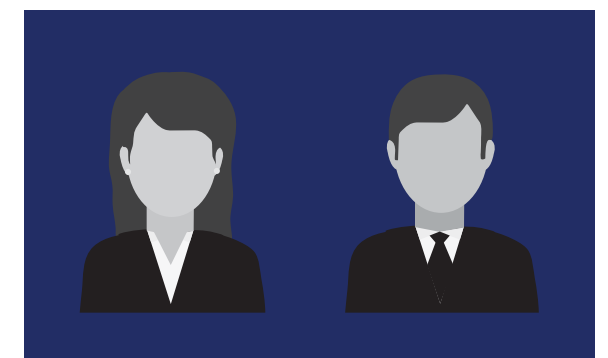
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Skills From  
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QUIP

ESTER SCHMIDT  
21 Scenic Dr.  
St. George, ON  
N0E 1N0

November 5, 2018

Toyota Motor Manufacturing Canada  
1055 Fountain St. North, PO Box 5002  
Cambridge, ON, N3H 5K2

Dear Hiring Manager,

I am a civil engineering student at Queen's University, currently in my 3rd year of study. I am enrolled in the Queen's Undergraduate Internship Program and am eager to apply for the position of Global Environmental Compliance and Sustainability Intern with Toyota Motor Manufacturing Canada (TMMC). I bring a demonstrated record of technical knowledge integrated with my passion for sustainability issues that is a fit with TMMC's value of environmental responsibility, which is integral to all plant operations and required of all employees to put into practice.

This position is greatly appealing because I am eager to contribute my passion for environmental stewardship through industry-driven sustainability programs. Throughout my studies, I have strived to integrate sustainability with environmental awareness in all projects, as demonstrated by my modular housing project. I managed the project from start to finish, balancing technical design with other considerations such as environmental and social impact, budgeting, and project management with various stakeholders such as contractors and construction workers.

My experience with Science Quest displays my strong management skills, which are essential for this position at TMMC. As Business Director in 2016, I was recognized for developing a strong Science Quest community by fostering positive lasting relations with over 1200 individuals, corporate sponsors, staff and alumni. I worked closely with staff to produce and present creative, engaging STEM-based programs suitable for all skill levels. Additionally, I was commended for successfully managing director responsibilities including reporting, performance analyses, and formal written documentation for business records, with little supervision. My position demanded adaptability and organization as I needed to effectively complete my personal duties while still remaining accessible at all times to support staff through challenges and daily responsibilities.

I am excited about the possibility of working for a company recognized as one of Canada's Top 100 Employers and contributing to an organization that is driving the future of the automotive industry to be more sustainable and energy efficient. If you have any questions regarding my experiences or qualifications, please feel free to contact me at e.schmidt@queensu.ca as I am currently completing a Study Abroad at the University of Leeds in the United Kingdom. I welcome an opportunity to meet with you through Skype, or in person if possible. Thank you for considering my application.

Sincerely,

*Ester Schmidt*

Ester Schmidt

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Learn more at [careers.queensu.ca](https://careers.queensu.ca)



Ester is targeting QUIP internships related to sustainability and environmental compliance by:

- Specifically highlighting her modular housing project to emphasize application of principles of sustainability and environmental awareness
- Clearly identifying management and interpersonal skills gained through extracurricular leadership activity
- Connecting meaningfully with company value of environmental stewardship





First Year



Technical  
Experience



Clubs and  
Activities

## Lillian Yu

1346 Belford Street • Calgary, Alberta • D5E 1H6

August 3, 2018

Department of Communications  
Queen's University  
99 University Avenue  
Kingston, ON, K7L 3N6

Dear Hiring Committee,

My name is Lillian and I will be attending my first year at Queen's this coming fall. I am applying for the marketing and design work study position (Job ID 86534) and I am confident that my qualifications in the publication design field make me an ideal candidate for this position.

For the last two years, I have been the editor-in-chief of my high school yearbook, dedicating well over six hundred hours in total. Creating the yearbook is a huge project that requires combining the efforts of at least sixty students to write copy, take pictures, create layouts, and create advertisements all within a set of very tight deadlines. I personally have taught students how to use industry standard publishing programs such as Adobe InDesign and Photoshop. I am able to communicate my ideas to students and teachers in order to have design continuity across the yearbook.

Additionally, I have been the layout designer and a journalist for my school newspaper this past year. I dedicated around twenty hours during the last week of every month to create and deliver a thirty-page issue on time for print, collaborating with graphic artists and writers to ensure I added all their content. I have even maintained straight As in my academics while balancing these other commitments by effectively managing my time.

I had no intention of immersing myself in marketing and print design years ago when I began making posters advertising student council events, but it has rapidly grown into my primary extracurricular activity and a passion for me as I've gone on to design entire books and magazine layouts. In the past year, I have extended my skills to include building websites and blogs from scratch. I have created an online portfolio showcasing some of my strongest projects at [lillianyu.github.io](https://lillianyu.github.io).

For this position, I am very excited to focus on the annual magazine. I am passionate about getting students involved in their school community, and I have previously organized and advertised a club fair. I can create effective and easy to read infographics, just as I have showcased on my website. On top of that, my experience working on large projects with lots of people and against tight deadlines has taught me to communicate my ideas with others clearly and work in a timely efficient manner.

Thank you for taking the time to review my application and portfolio. I have also attached my résumé and the email detailing my work study entitlement. I look forward to hearing from you at your earliest convenience.

Sincerely,

Lillian Yu



Lillian is targeting a work-study position focused in marketing and design by:

- Demonstrating knowledge of key relevant skills involved, such as knowing how to use Adobe InDesign and Photoshop and working within tight deadlines
- Describing specific past positions that, while unpaid, are very related to the work-study position
- Making use of her GitHub page to showcase past projects and marketing posters





New  
Graduate



Previous  
Employment

## LAURYN NAGLE

(613) 599-2096 | lauryn.nagle@gmail.com

July 22, 2018

Student Experience Office  
87 Union Street  
Kingston, ON, K7L 3N6

Dear Hiring Team,

I am writing to express my interest in the Coordinator, Bounce Back Program posting at Queen's University. I heard about the position through Maya Barry, who encouraged me to apply. I am very passionate about creating positive spaces within the community that provide every individual access to further learning and the opportunity to develop new skills. I appreciate that the peer programs offered by the Student Experience Office provide vital and accessible services to all students.

I have experience teaching individuals of all ages and walks of life in a variety of settings in the education, performing arts, and literacy fields. In each role, I have taken pride in demonstrating positivity in all interactions with clients, supervisors, and other staff whether in person, over the phone, or via email. Most recently, I have been teaching literacy and basic skills classes for over 40 adult learners, including implementing new learning strategies to enhance learning, as well as supporting over 20 clients weekly working towards employment with individualized writing support.

I have deep knowledge of the student experience at Queen's, having been involved in student leadership and many clubs during my degree. Particularly as an Usher Captain, I have been supervising Front of House staff and volunteers at The Isabel Bader Centre for the Performing Arts, leading them in providing top quality customer service to guests. I have also been the point-of-contact for student leaders hosting big events at The Isabel, connecting them with appropriate on-campus resources. Last summer, as YMCA Program Coordinator, I supervised program staff and volunteers and ensured the safety and inclusion of all Club members. Through these positions, I have demonstrated both the ability to respond appropriately, especially in the face of complaints or conflict, in a variety of fast-paced environments and the capacity to lead others. I truly enjoy helping others and I attribute much of my success to regularly considering what can be added to or enhanced in programs and services to make them more relevant to clients.

Further details of how I have developed my skillsets and the initiative necessary for success in this position are outlined on my attached resume. I look forward to the opportunity to meet with you to discuss the strengths that I can bring to the Coordinator position. I am available by phone at 613-599-2096 or email at lauryn.nagle@gmail.com, but because I wear hearing aids, I would prefer to be contacted via email. Thank you for your time and consideration for this position.

Best regards,

Lauryn Nagle

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Lauryn is targeting a coordinator role that focuses on first year students by:

- Identifying skillset and background in education to fit this academic support role
- Demonstrating specific evidence of working with students and customers with a spectrum of needs
- Highlighting related involvement and understanding of organizational and role context





Technical  
Experience



Clubs and  
Activities



Previous  
Employment

## Dana Estrada

68 Kion Street | Kingston, Ontario | K8L 6D6  
d.estrada@queensu.ca | GitHub: destrada.github.io

Intel  
88 Centre Street  
Calgary, AB, T6X 8L8

Dear Hiring Manager,

I am applying for a 16-month internship with Intel as a Software Developer, where I can contribute my well-rounded skill set and knowledge in computer programming. As a programmer with a strong passion for back end computing, particularly data structures, algorithms and artificial intelligence, I am excited for the opportunity to be part of the innovative culture at Intel.

Due to my strong problem solving and logical thinking skills, my greatest strength in computer programming is algorithms. What began as a curiosity in high school computer science courses has led me to pursue further studies in computing, particularly exploring the intersection of software technology and the evolving nature of data. My high academic achievement has enabled me to work as a Teaching Assistant for a first-year programming course in the Queen's School of Computing, a position in which I mark student work, run labs and help sessions, and give class lectures when the professor is unavailable due to extenuating circumstances.

I have deepened my technical knowledge outside of the classroom as a web developer with Queen's Baja SAE, a multidisciplinary team which designs and builds a small off-road vehicle for international competition each year, as well as testing and maintaining cars from past years throughout the year. I rebuilt the team's website using the Drupal CMS, and am now creating a long-term strategic technical plan for regular updates and improvements. As part of the Design and Testing team, I lead the creation of efficient and innovative designs, performing detailed, strenuous and complete testing on parts that I build, and constantly thinking of ways to improve the design, manufacturing, testing, and maintenance phases of the vehicle's construction.

In addition to my work in programming, other volunteer and work roles have provided me with a wide variety of transferrable skills. In summer positions as a counsellor, prep cook, and then head chef at Birchlake Youth Camp, I obtained invaluable leadership skills by planning programs and canoe trips, supervising camp activities, working on a team of kitchen staff to prepare meals for up to 400 people, and then training and leading the kitchen team. In addition to my leadership experience, I performed many administrative tasks as head chef including budgeting, placing large orders with food and equipment supervisors, and maintaining kitchen equipment. My experience in an industrial-scale bakery at Costco Wholesale also honed my skills in cohesive teamwork in a fast-paced environment. My experiences have developed both technical expertise as well as interpersonal and administrative savviness, the combination of which I see as essential to the software development industry.

Thank you for considering my application, and I look forward to hearing from you. I believe that my diverse work experience and rich talent in computer programming makes me an ideal candidate for an internship with Intel. I am available for contact by phone or email, and hope to meet in the near future for an interview. Attached in the following pages are my resume as well as all relevant academic transcripts.

Sincerely,

*Dana Estrada*

Dana Estrada



Dana is targeting QUIP internships focused around software development by:

- Showing dedication to growth of technical skills outside of academic work
- Highlighting range of transferrable skills developed in a wide variety of experiences that contribute to their creative and innovative approach





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Graduate  
Student



Skills From  
Academics



Clubs and  
Activities

## Riley Bell

301 Johnson Street, Kingston ON  
647-655-8745  
rileybell@hotmail.com

January 31, 2019

Calgary Public Health  
188 Broadview Ave.  
Calgary, AB, T1Y 4R9

Dear Hiring Committee,

I am writing this letter in reference to completing my summer practicum placement within your organization. I am a current Master of Public Health candidate at Queen's University, and am extremely passionate about bringing my skills and knowledge to Calgary Public Health (CPH). The practicum placement opportunity is particularly intriguing for me, as it will focus on assessing community needs, planning health promotion activities, and providing services for community members.

For the last five years, I have focused on learning about health and health promotion. In my Life Sciences undergraduate degree, I explored the many aspects of human health through courses focused on mental health, nutrition, epidemiology, and physical exercise. I chose to pursue further studies in public health to grow more knowledgeable in how to bridge evidence-based research into action that improves health and wellbeing for all members of society. All of these courses have allowed me to gain a deeper understanding of public health and its role in improving the overall health of the population.

I have grown my expertise in working in an applied health promotion setting through a deep commitment to the Queen's Zumba Club in multiple volunteer executive positions. I am enthusiastic about this program as it provides subsidized Zumba classes to students as a way of promoting positive mental and physical health within the often high stress environment of university. As I work to expand partnerships with community partners in my latest role as Vice-President, I reflect on how impactful the Zumba program has been for over 200 participants in the last few years, many of whom continue from year to year. I have been enthusiastic in creating explicit expectations for a safe and respectful environment that all club members agree to when they join, so that it is an activity that anyone can access.

I understand that working in public health is a form of advocacy that requires strong interpersonal skills, as well as an adaptive ability to work within structures and constraints. My involvement in the club has taught me many lessons in collaboration with fellow executive members, as well as with community organizations and university officials. Over my time involved, I have led and supported our club in successfully navigating and overcoming logistical and financial challenges, while remaining professional, organized, and positive-minded.

I believe my knowledge of public health programming and my interpersonal skills make me a strong candidate for the position. I am eager to explore this opportunity and can be reached at 647-655-8745 or via email at rileybell@hotmail.com if you have any further questions.

Sincerely,

*Riley Bell*

Riley Bell

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Riley is targeting a summer practicum placement related to public health by:

- Demonstrating understanding of the field of health promotion and the focus of the role
- Identifying how long-term involvement in the Zumba Club has grown expertise in the area of health promotion
- Highlighting relevant coursework that forms a good foundation for the work she will do with the organization





2nd or 3rd  
Year



Clubs and  
Activities

## Victor Trimmer



250-443-9878



vt66@queensu.ca



/victortrimmer



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May 24th, 2019

Ryta Nkoli  
Director of Recreation  
Inclusion Alberta  
11724 Kingsway  
Edmonton, AB, T5G 1X5

Dear Ms. Nkoli,

When I visited your office yesterday, I learned of an unexpected vacancy for the position of Inclusion Facilitator. I am drawn to how this position directly benefits the youth involved, to support them in being able to play games and sports outdoors, and to socialize with other youth. I am available for work from May 28th until September 1st, 2019, when I will be returning to full time studies as a 4th year undergraduate student at Queen's University.

I was introduced to the idea of total inclusiveness when I joined the Garry Oak Sea Scouts. The inclusion of all youth, regardless of race, gender, or ability, is the most basic social law of scouting, and I am passionate about how scouting is accessible to all individuals. One of my fellow Sea Scout leaders is also an Autism Behaviour Interventionist, and I had the opportunity to volunteer regular afternoons with her and the youth in her care. Through playing disc golf, camping, or hiking, I got to know some of the youth quite well. I also learned some of her chief methods that made her so successful in what she does – namely, patience and clear, consistent communication.

Working with Science Venture as a Junior Counsellor taught me how to develop and lead activities in which all youth were motivated to participate. I have developed a variety of strategies to encourage reluctant youth to try new activities and to enjoy themselves as part of their peer group. In the process, I have also come to understand the strength of empathy and finding common interests in creating an inclusive community.

I believe that my skills and experiences make me an individual well suited for this role with Inclusion Alberta. I look forward to sharing further of how I can contribute to your organization.

Sincerely,

Victor Trimmer



Victor is targeting this role by:

- Specifically outlining how he found out about the role
- Expressing his understanding of the organization's value in creating an inclusive environment for youth to socialize through sports and games
- Demonstrating ability to work with youth, and particularly with the targeted population as indicated in the job description





Skills From  
Academics



Previous  
Employment



QUIP

## ROSHAN SHAH

1st Street, Chase, Alberta, T8N 5R2  
613-333-2424  
r.shah@queensu.ca

Frank Casey  
HR Executive  
PAKO Group – Canada  
77 Bates Rd.  
Merrickville, ON, K0G 9H9

Dear Mr. Casey,

I am writing to express my interest in the twelve-month internship, process engineer position (Job ID: 234351), with PAKO Group – Canada, in Merrickville, Ontario.

In August of this year, I visited family in Southern Tanzania. In their community, I witnessed how a PAKO project greatly helped improve the quality of life of the residents through the development of a hydro electrical plant, creating continual access to electrical power which supports the economic growth in that community. I was truly impressed by PAKO's process of and commitment to working with communities, and its social responsibility in the region.

I thrive in taking on challenging projects. In my role with Stanto last summer, I worked in a fast-paced environment with competing priorities as I was part of three projects simultaneously. On one particular project, I had to learn to use a new operation system in order to carry out specific technical evaluations. I was commended by my supervisor for learning quickly and for producing high-quality work while meeting tight deadlines. I intend to bring the same work ethic to PAKO and look forward to the opportunity to build and sustain strong team relationships with global team members.

Through my Chemical Engineering projects and courses, I have learned to problem solve effectively and use logic to methodically identify issues and propose innovative solutions. Regularly tackling these complex problems means I can work quickly and independently in any type of situation, and am able to respond appropriately as needed.

As chair of a student-led conference, I was challenged with managing the logistics, budgeting and marketing, which included hiring and managing a team of eleven student directors who managed subcommittees. We worked cohesively as a team to create, manage, and communicate an engaging experience for all its attendees. I understand what it takes to work under pressure in a group setting in order to meet and exceed set benchmarks.

Once again, I would like to express my sincere interest in a Process Engineer Internship with PAKO Group. I welcome the opportunity to meet with you and discuss the value that I can bring to PAKO. My accomplishments and qualifications are further detailed in the attached resume for your consideration. Thank you for considering my application.

Sincerely,

Roshan Shah



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Roshan is targeting a process engineering QUIP internship by:

- Sharing a unique personal experience of how they became interested in the company
- Establishing a track record of competency in skills relevant to position, such as initiative, problem-solving, and teamwork
- Demonstrating project management skills through specific leadership role as chair of a student-led conference



# NATASHA WILLIAMS

85 GILDWOOD AVE. • MONTREAL, QC. N5T 3K7 • (613)-222-3363

February 22, 2019

Montreal Transit  
Saint Jacques St.  
Montreal, QC, H7K 1O2

Dear Hiring Manager,

I am applying to the Data Analyst role with Montreal Transit as I believe I am a strong candidate to join your team. I bring the right fit of skills, qualities, and experiences as well as a strong foundation in geography and environmental studies to take on the unique challenges of this position. My aptitude for analyzing and extracting insight from quantitative and qualitative data through a spatial lens, as well as my ability to work with and lead others in projects, have enabled me to utilize data and information to make a social impact. I am excited to be in a role that makes a meaningful contribution to the prosperity and sustainability of the Montreal region through high quality mobility options. I particularly look forward to contributing creative solutions that further Montreal Transit’s goal in expanding and transforming how communities and cities are connected.

I am particularly fascinated by how transportation networks can intensify urban development which results in sustaining the region’s agricultural system and improves community health and sense of belonging. Montreal Transit’s Red Line Transit project is of particular interest to me as I grew up in this area and am intimately familiar with the issues that have emerged in these communities related to both transportation and socioeconomic factors. This motivated me to write a critical analysis about this project’s benefits to community health, prosperity and environmental sustainability as part of my fourth year thesis. I believe the careful use of appropriate data and analytical methods bring about relevant insight that contributes to high quality and efficient transportation services. It has been my goal to learn and work in an environment, such as Montreal Transit, where I can help improve mobility options for residents of the city.

Last summer, I had the ability to work on several data intensive projects with eHealth Montreal as a summer student in the IT Deployment and Controls team. The main focus was to deploy clinicians into one of eHealth Montreal’s largest services, MedOnline. I wore multiple hats as I managed Personal Health Information (PHI) data with a great deal of detail and accuracy using Microsoft Excel and Access, while assisting in constructing and implementing a new customer relationship management (CRM) system that required me to be detail oriented in importing a large number of new accounts and contacts into the system. Additionally, I took initiative to consolidate the onboarding process for several products that are jointly operated by eHealth Montreal and MontrealMD. These experiences allowed me to work with stakeholders who had competing opinions and take part in key strategic negotiations. Being successful at each of these projects required me to work co-operatively with multiple departments and manage my time to meet critical deadlines.

I believe that my diverse professional experiences, and knowledge of data analytics and GIS systems, will make a valuable contribution to Montreal Transit. Thank you for reviewing my application. I look forward to a further opportunity to discuss my qualifications or experience.

Sincerely,

*Natasha Williams*

Natasha Williams



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- Natasha is targeting a specific Data Analyst position by:

  - Explaining that she understands the impact of transportation on communities in multiple ways, especially by connecting her personal experience of growing up in the area
  - Demonstrating technical knowledge and interpersonal skills that are essential to this position
  - Speaking to the organization’s role in its industry





First Year



Technical  
Experience



Previous  
Employment

# NAVIN SLAKLAS

18 Upper Albert Street | Kingston, ON | 558-413-2189 | navin.slaklas@queensu.ca

January 24, 2019

Elsa De Laurentiis  
Associate Director  
Sarafinchin Consulting Engineers  
238 Galaxy Blvd.  
Etobicoke, ON, M9W 5R8

Hello Ms. De Laurentiis:

I had the opportunity to talk at length with Al Smith at the Queen's Engineering and Technology Fair about Sarafinchin. He provided a great deal of insight about the company and explained the criteria for success for engineers in your field. My understanding is that Sarafinchin requires passionate and determined employees, and I am confident I would be an excellent fit for your team.

I am a self-directed learner and learn quickly on the go – as a member of the Queen's Baja SAE Electrical Team, I am jointly responsible for the programming and electronics of the off-road vehicle. Before arriving at Queen's I had never worked with circuits or coding, but am now currently programming an on-board GPS to give the driver real-time speed and lap information. If I am unsure how to solve a problem, I simultaneously review with those more experienced and research on my own. I also have experience working outdoors and in harsh weather – I have also worked in construction, which involved digging trenches, pouring foundations, and transporting supplies to a water access-only cabin in North Vancouver.

I believe I possess numerous skills and qualities that would make me a valuable asset to your team. I strive to be hardworking, dependable, and diligent in any kind of work I do. These skills are exemplified through my experience working as a Park Worker at Mt. Seymour. When another employee quit unexpectedly, I volunteered to take on their responsibilities and worked for 12 straight days before another member could be hired to fulfill the role. I was promoted from my initial position after less than two weeks on the job due to the nature of the tasks I completed and the quality of my work.

In addition, my adaptive communication skills enable me to work well with clients in any situation. In my first week at Science World, I was approached by a secret shopper while walking to the office and was asked to give a scientific explanation of an exhibit. I received commendation for the quality of my responses and my professionalism, even before I received any formal training on how to present the galleries.

I understand Sarafinchin not only requires someone with strong technical qualifications, but the ability to adapt to environments of varying conditions. I hope to be able to contribute my skills and experiences to this role at Sarafinchin. I look forward to the opportunity to meet with you.

Best Regards,

Navin Slaklas



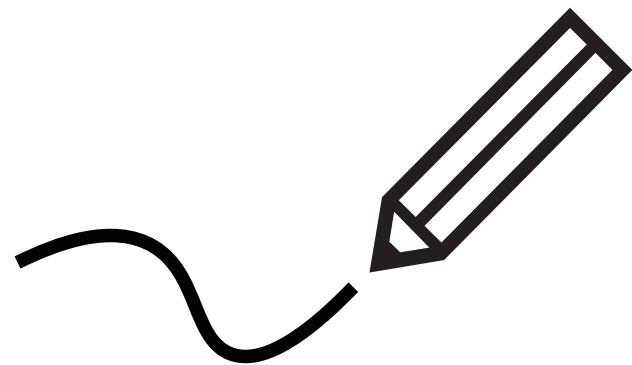
Navin is targeting summer work with a specific company by:

- Highlighting his attitude and skills fit with the company, personalizing his knowledge by referring to conversation with a current employee
- Telling stories that demonstrate specific traits and abilities that enabled him to meet and exceed job expectations successfully in the past



# ONE PERSON, THREE COVER LETTERS

Alyssa is targeting three different summer jobs after her 3rd year. In each respective cover letter, notice how she tailors her skills and experiences for the specific position and organization. Alyssa has thoughtfully varied the tone and length of each cover letter, and added distinct details about her interests and career goals.



## 1 EVENT STAFF FORK & SPOON CATERING

### JOB DESCRIPTION

At Fork & Spoon, we cater weddings, corporate events, and private parties. May to September is our peak time—we cater up to five weddings every weekend. We are seeking experienced, part-time bartenders and servers to help us deliver an unforgettable guest experience. Event Staff are in charge of front-line service and assisting clients at our events. Responsibilities include tending bar and bussing tables, ensuring excellent levels of customer service, and the setup and cleanup at events. Ability to work on a team, conflict management and strong interpersonal skills are essential.

Duties and responsibilities include the following:

- Set up event venues as instructed by direct supervisor.
- Assist guests in finding their designated seats and with specific concerns related to their enjoyment of the event.
- Serve food and beverage to patrons in a quick and efficient manner. Clear the table between courses and as needed, assisting guests throughout the dining experience.
- Help team clean up venue after guests have left.

Education and/or Experience:

- 1 year related customer service experience.



2nd or 3rd  
Year



Previous  
Employment

**Alyssa Deusdado**

44 Alexandra Court  
Kitchener, Ontario, P3H 3D7  
519-555-7788  
alyssa.deusdado@gmail.com

April 26, 2019

Fork & Spoon Catering  
76 Bridlewood Ave.  
Kitchener, ON, N9H 1N8

Re: Event Staff with Fork & Spoon Catering Company,

Please accept this letter and attached resume as my application for the position of Event Staff with Fork & Spoon Catering. I derive great satisfaction from engaging and communicating with individuals, therefore serving is an ideal employment opportunity for me. This position appealed to me because I will be able to interact with a variety of clients and contribute to creating a memorable experience at their special events.

I have hospitality experience in a variety of roles. At Kerry Glen Golf Club, I have been part of a core team of 12 people to staff special events, particularly weddings. My ability to multitask effectively was an asset that helped particularly during the busy summer season. I also worked as a restaurant server at Kerry Glen, which included serving, bartending, and assisting with set-up and delivery of special events. What I have found to be the most invaluable skills are strong interpersonal and communication skills in working with both colleagues and customers, especially in the midst of chaos and unexpected challenges. My familiarity with the customers and culture of the Golf Club also helped me to tailor personalized customer service that made customers feel welcome and known.

As a Program Assistant with the Queen's Student Experience Office, I was one of the first staff members who welcomed Queen's students and their families prior to the start of first year. As part of a team, I helped to provide a welcoming, informative, and enjoyable summer orientation for over 500 incoming students and their families. This involved communicating with other campus departments and groups, communicating with professors, booking venues, planning and developing presentations.

I excel at anticipating needs and taking initiative to do what is needed to achieve goals. This strength has enabled me to work effectively in fast-paced, time-sensitive environments. I look forward to sharing more of my experience and qualifications for this position of Event Staff with Fork & Spoon Catering Company. Thank you for reviewing my application.

Sincerely,

*Alyssa Deusdado*

Alyssa Deusdado

Alyssa is targeting a role in hospitality by:

- Using key words from the job description to highlight her applicable experience
- Focusing on her interpersonal and people skills
- Using her co-curricular involvement and paid work experience to demonstrate her customer service skills



# 2 FOOD ASSISTANCE COORDINATOR

## CAMBRIDGE FOOD BANK



2nd or 3rd  
Year



Skills From  
Academics



Clubs and  
Activities

### JOB DESCRIPTION

Cambridge Food Bank's Food Hamper program provides food assistance to community members in need. We are looking for a driven individual who is interested in community support services to lead various projects and help manage our warehouse operations. The role of Summer Food Assistance Coordinator entails distributing food hampers to an average of 75 households per day, evaluating the program and collecting statistics through focus groups, and collaborating with food programs at our community centres. We are seeking someone who is independent, compassionate, and possesses the cultural awareness needed to work effectively with diverse populations.

#### Key Responsibilities:

- Help staff and volunteers deliver food hampers to households.
- Assist with intake and volunteer tasks as needed.
- Run focus groups to evaluate the program and synthesize the information into bi-monthly reports.
- Help improve program implementation strategy for upcoming year.
- Collaborate with community food programs at community centres.
- Lead communications projects that deliver our message and programs to diverse audiences.

#### Education and/or Experience:

- Interest in health promotion an asset.
- Experience working in a warehouse setting an asset.

Alyssa is targeting a Food Assistance Coordinator role by:

- Highlighting relevant academic coursework, co-curricular activities, and volunteer experiences to demonstrate her knowledge of food security
- Focusing on roles which emphasize her experience using compassion and sensitivity with vulnerable populations
- Describing her skill in teaching and interacting with audiences, specifically with sensitive topics

**Alyssa Deusdado**

44 Alexandra Court  
Kitchener, Ontario, P3H 3D7  
519-555-7788  
alyssa.deusdado@gmail.com

May 4, 2019

Lee Fraser  
Food Hamper Director  
Cambridge Food Bank  
8 Bradley St.  
Kitchener, ON, N8L 1M0

Dear Mr. Fraser,

Please accept this letter and attached resume as my application for the position of Summer Food Assistance Coordinator with the Cambridge Food Bank. This position appeals to me because of my passion for combatting food insecurity in Canada, especially in my own community.

I hope to pursue a career in public health and policy, with a focus on combatting food insecurity. My original interest in food security stemmed from volunteering with Southwestern Public Health, planning events to promote healthy lifestyles among youth. My knowledge was furthered in my first-year politics course, when I wrote an essay on food security in Canada that analyzed food assistance programs and their sustainability. This essay encouraged me to take additional politics and health promotion courses, as well as an environmental science course that analyzed food systems, food security, food sovereignty, and sustainability.

I have gained firsthand knowledge of food security in the Kingston context, which was expanded through my participation in the Kingston Rotary community program. This program focused on understanding and addressing needs in the Kingston community through service learning. I volunteered with Kingston Community Health Centres (KCHC) specifically in their food security initiative, conducting focus groups and interviews of local residents and evaluating ongoing food program initiatives in Kingston elementary schools. This experience helped to put a human face on policy and statistics and led me to understand more deeply the intersection of conditions that lead to food insecurity. I also expanded my event coordination skills through planning the conference "Feeding 9 Billion" at Queen's, a full day conference bringing Canadian postsecondary students together to focus on creating sustainable innovations and solutions to feed 9 billion people by 2050. This experience also sharpened my focus on the issues of food security in Canada, particularly within vulnerable populations.

Effective interpersonal communication is a strength for me, and it has helped me to be successful across a variety of roles working with diverse individuals and groups of all ages. Whether it was helping to plan a welcoming and informative summer orientation for over 500 incoming students and their families or facilitating discussion around mental health and wellness, I know what it takes to coordinate programming with others and how to show care in a compassionate and non-judgmental manner.

I hope to one day enact political changes surrounding food security, but I truly believe sustainable changes first come from understanding a community and its needs. I look forward to the opportunity to further explain my qualifications and skills that align with the Summer Food Assistance Coordinator role. Thank you for reviewing my application, and look forward to hearing from you to discuss my suitability for the position.

Sincerely,

*Alyssa Deusdado*

Alyssa Deusdado



# 3 COMMUNITY ENGAGEMENT COORDINATOR

## SUSTAINABLE LONDON REGION



2nd or 3rd  
Year



Skills From  
Academics



Previous  
Employment

### JOB DESCRIPTION

At Sustainable London Region (Sustainable LR), we work with local organizations to incorporate sustainable practices into their business plans. The Summer Community Engagement Coordinator will assist in planning and implementing Sustainability Initiative events and help analyze greenhouse gas reduction targets to inform discussions amongst the Climate Action LR team. To be successful in this role, one must be passionate about carbon reduction and channel this passion into planning events, helping to create communication materials, and working with various stakeholders.

#### Responsibilities:

- Event coordination, including registration and attendee logistics.
- Assisting the Climate Action LR team with online content creation.
- The planning and creation of communication materials that effectively reach target audiences.
- Managing various communications projects and ensuring that they are completed on time.
- Solicitating and synthesizing the stakeholder feedback to inform the Climate Action LR team's goal setting.

#### Necessary experience:

- Strong organizational and time management skills.
- Ability to effectively lead a team and manage team progress to ensure all goals are reached.
- Event coordination experience a valued asset.

Alyssa is applying for a Community Engagement Coordinator position by:

- Describing various contexts where she has worked to coordinate and implement events
- Explaining her knowledge of local initiatives related to climate change and larger systemic issues related to sustainability and food security
- Aligning her approach to community engagement with research on the specific role and organization

**Alyssa Deusdado**

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Kitchener, Ontario, P3H 3D7  
519-555-7788  
alyssa.deusdado@gmail.com

May 24, 2019

Hannah Evans  
Director  
Sustainable London Region  
989 Artizan St.  
London, ON, N5V 1A9

Dear Ms. Evans,

Please accept this letter and attached resume as my application for the summer position of Community Engagement Coordinator with Sustainable London Region (Sustainable LR). This role will allow me to contribute to current sustainable initiatives in the London area, including the community engagement strategy for ClimateActionLR. I have applied my passion for community engagement by continuing to be involved in my community, whether I am volunteering, chatting with my neighbours, or visiting local businesses.

I took an environmental science course this past term that discussed international food systems and agriculture, which has expanded my understanding of the connection between resource-intensive human consumption and economic policy. This has furthered my passion for the environment and solidified my goal to pursue a public policy career with a focus on food security and sustainable food systems.

I possess extensive program coordination and event planning experience, which will be strong assets for this role. Last summer, I helped to organize a successful orientation for over 500 attendees. Planning involved liaising with other faculties, departments and staff, planning and developing tailored presentation content. In this role, I also planned and implemented the first-year transition program QSuccess. After soliciting feedback and conducting an environmental scan, I developed a curriculum guide for the mentorship aspect of the program, engaging 21 first-year mentees with upper year student mentors whom I interviewed, trained and supervised. I am an individual who derives great satisfaction from planning and implementing events, leading and working with a team, and communicating with community members.

I believe that to improve our communities we must first understand them. I appreciate that Sustainable LR also follows this practice—I feel that receiving community and stakeholder feedback on greenhouse gas reduction and sustainability techniques is crucial to create sustainable, creative, and well-used techniques and well-attended events. I gained extensive experience in listening to and working with stakeholders to develop events and comprehensive programming, while leading teams to accomplish goals effectively, particularly through my roles as Team Leader for Peer Health Educators and as Assistant Summer Coordinator.

I believe I am a great fit for this position and would appreciate the opportunity to further explain my qualifications and skills that align with the Community Engagement Coordinator role. Thank you for reviewing my application, and I look forward to hearing from you to further discuss the role.

Sincerely,

*Alyssa Deusdado*

Alyssa Deusdado





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