



Sample - Solicited Cover Letter

FOR MORE, VISIT
careers.humber.ca/resources

RESUME & COVER LETTER RESOURCE

JOHN SMITH

Toronto, ON | john.smith@hotmail.com | (123) 456 7890 | www.linkedin.com/johnsmith

September 10, 2019

Theresa Reyes
Talent Acquisition Coordinator
IBM Canada
120 Bloor St E
Toronto, ON M4W 1B7

Re: Web Developer Intern, Job ID: 00001

Dear Theresa Reyes:

Please accept this letter and my enclosed resume as my application for the Web Developer internship with IBM. I was thrilled to learn about this opportunity through your colleague, Melissa Chapman. IBM has always captivated me through the company's dedication to developing products that improve business processes. Design that optimizes function has always been something that I appreciate and hope to achieve with my own work.

I am currently enrolled in my second semester of the Web Development postgraduate program at Humber College, where I am largely involved in programming responsive web pages that enhance a user experience. Prior to this, I established my academic background in Computer Programming at Humber and competed in many hackathons – most recently, I successfully placed first in Scotiabank's S:/HA<KS competition alongside my team for prototyping an AI product that measured physical health and created an achievable fitness plan for users.



RESOURCES

CAREER
RESOURCES
Humber Advising
& Career Services

FOR MORE, VISIT
careers.humber.ca/resources

Outside of the classroom, I have acquired an aptitude of work experience working in client services. My current role as a technical specialist at Bell allows me to closely work with customers and their products, examining the source of any product malfunctions and providing creative solutions in a timely manner. This experience has enabled me to develop core communication and interpersonal skills, as well as enhanced my organization when managing multiple clients. Due to my commitment to hard work, I have been formally recognized as an avid team player on more than three occasions.

In addition to the skills and experience detailed in my resume, I would like to bring the following to your attention:

- Experience with front-end and back-end programming
- Knowledge in HTML5, CSS, JavaScript, C, Java, and Python
- Proficient understanding of client-side scripting and JavaScript frameworks

I am confident you will find that my expertise is well suited to the position, and I am eager to contribute to the IBM team. If you have any questions, please do not hesitate to contact me via email. Thank you so much for your time and consideration, and I look forward to hearing from you.

Best regards,

John Smith