

# COVER LETTERS

# SCHOOL OF BUSINESS

Page#	Table Of Contents
2	Accounting I
3	Accounting II
4	Business Marketing & Business Management
5	Business I
6	Business II
7	Business Ad
8	Business Management – Financial Services I
9	Business Management – Financial Services II
10	Business Management – Financial Services III
11	Human Resources I
12	Human Resources II
13	Human Resources III
14	International Project Management
15	Law Clerk/ Paralegal I
16	Law Clerk/ Paralegal II
17	Law Clerk/ Paralegal III
18	Marketing Management
19	Marketing
20	International Marketing I
21	International Marketing II

---

**Humber College Career Services**

**Accounting**  
123 Humber Way  
Toronto, Ontario  
M9W 5L7  
(555) 555-3939  
jaipal@accounting.com  
Linkedin.com/in/accounting

April 16, 2016

Jane Aduwal  
Canada Revenue Agency  
1 First Financial Place  
Toronto, Ontario  
M5T 1Y4

Dear Ms Aduwal:

I am very interested in your posting for an Auditor Apprentice with Canada Revenue Agency. I am a motivated, punctual, reliable and determined individual with an Accounting Diploma from Humber College Institute of Technology and Advanced Learning.

My academic experience has prepared me for:

- Converting from manual to computerized accounting systems
- Application of the Generally Accepted Accounting Principle
- Changes being imposed under the International Accounting Standards

My ability to achieve excellence in a high volume environment has afforded me the Employee of Distinction award while working as a Bookkeeper at Tip Top Tailors.

I look forward to discussing how my experience and skills could benefit your organization. I can be reached at (555) 555-3939 or by email at jaipal@accounting.com

Sincerely,

Encl. Resume

**LOMA COUNTING**

127 Anywhere Lane  
Toronto, ON A1B 2C3  
555-555-3452  
lomaccounting@humbermail.ca  
Linkedin.com/in/lomaccounting

May 2, 2016

Human Resources  
Beacon Accounting Inc.  
3 Front Street  
City, ON M0N 1D3

**Re: position # AC123**

Dear Hiring Manager:

Please accept this letter and enclosed resume as my application for the position of *Accounting Assistant* which was posted on the WorkopolisCampus website on Monday, April 25, 2014. I am currently in my 3<sup>rd</sup> semester of the *3-year Accounting Program* at Humber and would like to bring your attention to my experience in accounting principles and customer service.

I enjoy a challenge and have the ability to deal with fellow employees and the public pleasantly and effectively. In addition to the skills mentioned in my resume, I would like to highlight the following skills related to your position:

- Hardworking and well-organized individual
- Strong interpersonal and communication skills
- Possess detailed knowledge of ACCPAC, Cantax and Accounts Receivables and Payables
- Experience in personal computer applications

I am confident that my knowledge and abilities will be an asset to your company. I can be contacted at 555-555-3452 to discuss any immediate questions you may have. I look forward to your reply and thank you for the time and consideration taken to review my resume. I will follow up with you in a few weeks regarding the status of my application.

Sincerely,

Loma Counting

**Business**  
1904-1555 Anywhere Lane  
City, ON • A1B 2C3  
Home: (416) 555-2222 Mobile: (555) 555-3333  
biz@bizcan.com • [Linkedin.com/in/business](https://www.linkedin.com/in/business)

---

February 16, 2016

Ms. Alice Smith  
J.J Associates  
City, ON M9E 4R6

Dear Ms. Smith:

I am writing in response to your advertisement on workopoliscampus.com for the position of **Sales & Marketing Assistant and Sale Trainee**.

I have recently graduated from Humber with diplomas in Business Marketing and Business Management and I am eager to put my skills to work.

Attached is my resume, which will detail my qualifications for this position. I would like to highlight the following skills:

- Trained in developing marketing plans as part of a team to formalize the strategic planning process
- Excellent problem-solving, project management and decision-making skills
- Proven ability to prioritize and complete multiple tasks

I am an enthusiastic and motivated individual who possesses a variety of skills in this field. My aim is to use these skills in a professional environment and to contribute to the success of an organization.

The opportunity to begin work immediately would be ideal. Could we meet at your earliest convenience in order to discuss my qualifications in greater depth? I look forward to hearing from you in the near future.

Sincerely,

Business

## **BUSINESS**

---

333 Ever Gold Place  
Durham, Ontario M8F 2N4  
Home: (416) 555-5555  
Cell: (416) 555-5252  
biz@biz.com  
Linkedin.com/in/Business

July 16, 2016

Ms. Jaime Stardust, Sales Manager  
Only Fruits Corporation  
125 Pine Place  
City, ON  
L9E 4S4

Dear Ms. Stardust:

Please consider this letter as an expression of my interest in exploring employment opportunities with your organization. I have enclosed my resume for your review.

My experience has helped me develop strong management abilities, excellent communication skills, and self-confidence, as well as the realization of the importance of customer satisfaction and top-quality service. I am an energetic team player, intensely loyal, and have the ability to effectively project the image required. My self-motivation has allowed me to work my way into leadership positions. The experience that I think would benefit you the most are these:

- Food Services
- Quality / Inventory Control
- Purchasing, Shipping/ Receiving
- Price Quotes / Auditing

If my qualifications correspond to your needs, I would appreciate meeting with you to discuss how I might contribute positively to your team.

Sincerely,

Business

**Business**

9547 German Place  
City, ON, N58 K3J  
Cell: (416) 555-5555  
busi@busi.com  
Linkedin.com/in/business

July 16, 2016

Gary Boatman  
Production Manager  
Peppy Distribution Ltd.  
Hamilton, ON L4N 1N4

Dear Mr. Boatman:

Your posting for a Marketing Representative caught my interest. During my research I discovered that your firm values “excellence in customer service and product quality.” These are standards that I personally support.

To demonstrate my suitability for this position, I offer you the following benefits:

- Increased sales by 10% through innovative marketing strategies
- Recommended database resources for Customer Tracking program
- Improved quality control by feedback evaluations
- Designed team-based territory coverage plan

A proposal is attached, which may be of interest to you. My purpose for this proposal is to help your company increase profitability, while maintaining the excellent customer rapport that you have developed. Since repeat sales are the key to success, you should find my Customer Tracking program of value. I will contact you next week to arrange a meeting to discuss the position.

Sincerely,

Business

***Business Ad Student***  
555 Humber College Blvd.  
City, ON, Postal Code  
555-555-8798  
bizad@student.com • linkedin.com/in/student

July 16, 2016

Roosevelt Services Inc.  
54 North Market Road  
Scarborough, ON, Postal Code

Dear Ms. Roosevelt,

In the interest of exploring employment opportunities with your organization, enclosed is my resume which profiles my background and professional experience.

Each position I've held has required graphic design and layout, extreme attention to text and accounting files as well as strict adherence to various deadlines. I have also needed the flexibility to adapt many different management and compensation programs, with many hours of on-the-spot overtime. In addition, I've answered or returned up to 80 calls in a day and have demonstrated patience and tact in resolving client and staff problems. On a freelance basis I produce desktop publishing and typesetting for private clients.

If you are seeking a well-qualified and productive individual who has been involved in multi-disciplinary operations within highly competitive markets-someone equally at home with computers and/or sales- I believe I am a viable candidate for the position. I would appreciate a personal interview to discuss the ways in which my areas of expertise can bring immediate results and assist you in accomplishing your goals.

I look forward to meeting with you.

Sincerely,

Business Ad Student

**Financial Services**  
2095 Erin Boulevard Unit 51  
Mississauga, Ontario L5N 4K2  
Tel. (905) 555-5555  
BusFin@financial.com  
Linkedin.com/in/financial

*April 16, 2016*

Fin Service  
Hiring Manager  
123 Funny St.  
Toronto, ON M5M 1Y3

**Re: Financial Services Representative**

Dear Hiring Manager:

I am offering myself as a candidate for the position of Financial Services Representative as advertised recently in the Career Centre at Humber.

Within the next two months, I will be graduating from Humber with a Diploma in Business Management Financial Services Profile. This practical training coupled with my professional work has enabled me to feel very comfortable with a role in sales and marketing of bank products and services. My area of study and experiences in the field, have afforded me the practical training on how to assist clients achieve their financial goals.

Excellent customer service skills are imperative to the success of a Financial Services Representative. I thoroughly enjoy the atmosphere of diverse clients where I can contribute my expertise. My technical abilities have been honed throughout my training at Humber and I have further developed my MS Office abilities, Quick Basic knowledge and I am able to learn new software packages quickly.

As a dedicated and enthusiastic person, I would welcome the opportunity to demonstrate my abilities and I look forward to hearing from you so that we may discuss my qualifications further.

Thank you for your time and I look forward to a personal interview at your earliest convenience, I can be reached at (905) 555-5555.

Sincerely

Financial Services Student



**Financial Services Student**

103-1 Almost Street • Ottawa • Ontario • M8Y 1S9 • (416) 555-5555  
busemail@email.com • linkedin.com/in/financial

---

April 31, 2016

Ms. Anne Smith, Recruiter  
RBC Financial Group  
33 Bloor Street East  
City, Ontario  
M4W 3H1

Dear Ms. Smith:

In response to the advertisement placed on the [www.monster.ca](http://www.monster.ca) website inviting applications for the position of **FINANCIAL SERVICE REPRESENTATIVE**, **please find enclosed my résumé.**

I am a Humber College graduate with a diploma in Business Management – Financial Services, and I recently completed the Canadian Securities Course.

While at Humber, I completed projects that enabled me to be further exposed to the various areas of business management, ranging from analyzing and comparing the financial statements of a corporation, analyzing financial markets, conducting market research, preparing feasibility business and marketing plans, applying finance, accounting, management, and operations models to the real-world organizations.

This background knowledge is complemented with my work experience as an assistant manager. My excellent customer service skills and keen ability to be perceptive to the needs and feelings of clients and co-workers enabled me to work in a varied and multi-tasked role, utilizing problem-solving and initiative. Through academic and practical work experience, I also developed the skill to work in a team towards achieving common goals and objectives.

I am very interested in working with your team at RBC Financial Group. My experience, energy and enthusiasm to apply my knowledge, will enable me to make a successful contribution to your corporation. I look forward to hearing from you to discuss my qualifications in further detail.

Sincerely,

Financial Services Student

## Financial Services

5-3345 BlueStream Drive  
City, Ontario L5A 3Y8  
(905) 555-5555

[financial@finance.com](mailto:financial@finance.com) • [Linkedin.com/services](https://www.linkedin.com/services)

---

Mr. George Smith, HR Recruiter  
TD Canada Trust Corporation  
125 Fake St.  
Toronto, ON M5T 1Z4  
416-555-9898

July 16, 2016

Dear Mr. Smith:

I am applying as a candidate for the full time position of Financial Sales Representative as advertised on [talentegg.ca](http://talentegg.ca)

As indicated in my résumé, I recently graduated from the Business Management Finance Program at Humber. This program has further developed my critical thinking, time management, and organizational skills. Practical training on banking policies and procedures and the focus on banking relationships added to the experience I have in customer service. Four years of customer service experience has enabled me to build and maintain customer relationships for an ongoing period of time. My ability to work under pressure and to meet deadlines in a timely manner is imperative to the position of customer service within the banking industry. Throughout the last two years, I have also been trained in the financial service terminology and products.

I believe that my skills and attributes will assist me in becoming a productive member of your team within a short period of time.

I would appreciate an opportunity to speak with you personally so that we can discuss how I could benefit your organization. Please feel free to contact me anytime at (905) 555-5555 or by email at [financial@finance.com](mailto:financial@finance.com). I thank you in advance for taking the time to review my résumé and I look forward to hearing from you in the near future.

Sincerely,

Financial Services Student

**Human Resources**  
1989 Summerville Road  
Toronto, Ontario M9C 4W4  
Tel: (416)-555-5555  
Hures@email.com • [Linkedin.com/resources](https://www.linkedin.com/company/human-resources)

---

May 1, 2016

Ms. Basic  
CIBC Human Resources  
Sault-Saint-Marie, ON, P7A 2Y6  
807-555-9999

Dear Ms. Basic:

My interest in CIBC's HR Summer Program recently posted at Humber has prompted me to forward my resume for your consideration.

I am eager to join your organization, which is dedicated to making a positive difference in the financial industry. Your commitment and contribution to economic and community focused activities are par-excellence.

My strong academic background and relevant experience are a good fit for CIBC. I am currently pursuing Post Graduate studies in Human Resource Management (Honours) from Humber. In addition, I also have a Bachelor of Arts in Political Science (Honours) with specialization in Human Rights and International Understanding.

As the HR Assistant (Co-op) at Gap Canada Inc. and Resume Tutor at Humber, I have perfected my interpersonal, teamwork and problem solving skills. In these two capacities, I have been actively involved in various aspects of Human Resources, worked with culturally diverse groups and established positive relationships with clients, co-workers and management.

I offer exceptional organizational and multi-tasking abilities, a positive attitude and work ethic, with intense desire and ability to learn. Goal-oriented and proven performer, I am confident that I would make a valuable addition to your team.

I would appreciate a personal interview to discuss the ways in which my areas of expertise can bring results and assist you in accomplishing your business goals. I look forward to meeting you.

Sincerely,

Human Resources Student

**Human Resources**  
135 John St.  
Scarborough, ON M4T 1Y4  
416-555-5555  
humanresources@humber.ca  
linkedin.com/in/hreources

Bell Canada  
Head Office, Human Resources Department  
Barrie, ON L4M 2A0  
705-555-5555

April 10, 2016

**Re: Human Resources Coordinator**

Dear Human Resources,

I am writing in response to your website advertisement for the position of Human Resources Coordinator. As Bell is the leading organization in the tele-communications industry with the primary focus on client satisfaction and employee retention, I would welcome the opportunity to be part of your team.

A recent graduate of the Human Resources Management Post Graduate program, I am currently working towards my Certified Human Resource Professional (C.H.R.P.) designation, having successfully completed Tier I and Tier II exams.

Fluently bilingual, I am a well-trained and qualified individual who will provide employees, co-workers and clients with the information they need in a timely and friendly manner. With over eight years' experience dealing with the public in various customer service positions, I have further developed the ability to negotiate and work in a fast paced environment. A self-starter by nature, I like to tackle problems head on and am always eager to learn new things. I have excellent time management-skills and complete duties in an efficient and accurate manner.

You will find me an excellent addition to your team and I look forward to hearing from you soon. Please do not hesitate to contact me at home at (416)-555-5555 or by E-mail at humanresources@humber.ca. Thank you for your time.

Sincerely,

Human Resources

## **HUMAN RESOURCES GRAD**

381 Jobs Ave  
Toronto, Ontario  
M6H 3Y2  
(416) 555-5555  
humanres@humber.ca  
linkedin.com/in/humanres

April 29, 2016

Human Resources  
Primus Canada  
5343 Dundas Street West, Suite 400  
North Bay, Ontario M9B 6K5

Re: HR Administrator

Dear Hiring Manager:

I am responding to your posting for a Human Resources Administrator as advertised in the **Business Centre of Humber Institute of Technology and Advanced Learning**. My education includes a Graduate Certificate in Human Resources Management from Humber, and an Honours History and English Degree from Wilfrid Laurier University. Enclosed is my resume as a first step in exploring the possibilities of a position with Primus Canada.

The variety of duties associated with this position appeal to me as I thrive in a dynamic environment. I enjoy change and challenge, both of which I believe is offered in the role of an HR Administrator. I am interested in the various areas of Human Resources, and I have become familiar with these areas through my studies at Humber. My recent experience at the Provincial Office of the Heart and Stroke Foundation of Ontario has given me exposure to the areas of compensation, benefits, recruitment, and HR administration. At this placement, I assisted the Benefit and Compensation Specialist, the HR Administrator, and my direct supervisor the HR Specialist. I feel that the skills and experiences gained from this position will enable me to excel in the role offered by your organization.

Primus Canada is a nationally respected and leading edge firm and if you are seeking a dedicated, qualified, and eager employee, I know that I would be an asset to your Human Resources team. I look forward to the opportunity to meet with you personally to discuss my possible future with your organization.

Sincerely,

HR Student

**International Project Management**

235 New Jersey Dr.

Kingston, ON

L3Z 2K2

705-555-5555

international@gmail.com

Linkedin.com/in/mgmt

May 9, 2016  
James Odibaya, CEO  
CIDA  
222 Parliament St.  
Ottawa, ON  
H7H 2Z3  
(613) 555-5555

**Re: Development Officer**

Dear Mr. Odibaya:

My interest in continuing my professional career in the field of Human Services prompted me to forward my resume for your consideration.

Throughout my professional and educational career, I have developed the skills to consult with clients to determine their needs and provide suggestions in order to enhance operations. My experiences have included the design, delivery and implementation of programs geared towards fundraising campaigns that meet a specific target.

During my career, I have had challenges that enabled me to hone my customer service, interviewing, stress counseling, group leadership, facilitation, policy formulation, and behavioral modification skills. Trained in facilitation that targets individuals or groups, I've further developed and implemented broad curriculum that emphasizes diplomacy, conflict resolution, crisis anticipation and management through my belief in mutual respect.

I am confident that my practical and theoretical training will meet your criteria for this position and I look forward to being part of your team. I would appreciate meeting with you for further discussion after reviewing my application. In the interim, please feel free to contact me at (705) 555-5555 if you have any questions.

Sincerely,

International Project Management Graduate

**Law Clerk/ Paralegal Student**  
39 Cornerrstone Crescent  
City, Ontario  
M4K 3T9, P.O. Box 48  
416-555-6666  
lawclerk@humber.ca  
linkedin.com/in/lawclerk

July 16, 2016

Jane Smith, TransCanada, H.R.  
TransCanada Tower  
450- 1<sup>st</sup> Street S.W., 11<sup>th</sup> floor  
City, Alberta T2P 5H1

**Re: Law Clerk/Paralegal Grad Posting #G22-03**

Dear Ms. Smith:

Attention to detail, legal knowledge, administration skills and an excellent understanding of rules and procedures are qualities of any good Law Clerk. Add experience and solid communication skills and you have an excellent Paralegal. I possess these skills and strive to demonstrate them in my employment. I am actively seeking further challenges with a company with a variety of tasks.

Currently, I am employed as a Law Clerk/Legal Assistant for Jane Smith and Jones. Last February I completed my Law Clerk placement with A. Bill Williams. I was hired on immediately after placement completion. I possess excellent research skills, analytical, communications, and interpersonal skills. Presently my work requires that I pay close attention to dates and rules. I am responsible for preparing all the documents and ensuring that they are served in accordance to the Rules of Civil Procedure. Paying close attention to detail is also very important in my present employment as the slightest mistake could make a claim invalid. I use all of the above traits in all work that I do.

All aspects of Law intrigue me, from drafting and preparing documents to appearing in court. In addition to my professional responsibilities, I have appeared in Small Claims Court as an agent for others, achieving my goal every time.

I have enclosed my resume for your review. I look forward to meeting with you so that we can discuss your exciting opportunity and my related qualifications.

Sincerely,

Law Clerk  
Enclosure

**Law Student**  
22 Jones Avenue #345  
Toronto, ON M2E 4C7  
Tel (416) 555-5555  
lawstudent@humber.ca  
Linkedin.com/in/lawstudent

---

April 15, 2016

Anthony Van Pham  
Barrister, Solicitor and Notary Public  
125 Dufferin St.  
Toronto, ON M6E 3C3  
416-555-9999

**RE: Paralegal position**

Dear Mr. Van Pham

I am applying for the Paralegal position that you currently have advertised. Please accept my resume for your consideration.

I believe I have an excellent combination of the practical work experience and the theoretical knowledge that you require. I will be graduating in May 2014 from the Law Clerk program at Humber Institute of Technology and Advanced Learning. In addition, I have experience working in a legal environment. Highlights of my experience include:

- Over 5 years experience working in a legal office, working in the areas of family law, civil law, criminal and employment law
- Extensive experience working with the public and maintaining good working relationships
- Superior customer service skills and senior administrative experience
- Professional manner, tact, judgment and discretion when dealing with sensitive issues
- Able to work effectively independently as well in a team environment
- Experience conducting legal research, analysis and drafting legal documents

I maintain high work standards and I am known for my ability to follow through on tasks assigned. I respond well to the challenges and I find hard work rewarding and enjoyable. I look forward to an interview where I could best present my credentials.

Sincerely,

Law Student



**Law Clerk**

12 Sheldon Cres.

Mississauga, Ontario

M8W 3E4

(555) 555-5555

lawclerk@gmail.com

Linkedin.com/in/lawclerk

---

August 11, 2016

Ms. Linda Reay

Gain Power, Barrister & Solicitor

TC Tower

20 King St., 11<sup>th</sup> Floor

City, Alberta

M2E 3P1

**Re: Law Clerk/Paralegal Posting #G22-03**

Dear Ms. Reay:

I am interested in your posting G22-03 for a Law Clerk/Paralegal. I will graduate in May and would like to be considered for a position as a Law Clerk beginning June 2014.

My current education in the Law Clerk Diploma Program and the Paralegal Bachelor Degree at Humber Institute of Technology and Advanced Learning has honed my abilities and skills as a law clerk. I rank amongst the top students in the program. While working as a Legal Assistant with Levine Associates and Georgina Community Legal Services, I have strengthened my academic achievements with practical experience in clerical skills; for example, in data entry, legal documents drafting, filing, and interviewing clients. At Georgina Community Legal Services, I took the initiative to create forms and document templates to increase the effectiveness of the office operations.

I thus bring to the position of a law clerk, a strong academic and work performance that includes many transferable skills. I hope to make use of these, and working habits that include high standards of accuracy, efficiency, professionalism, and a friendly disposition, at your company. I look forward to meeting you in person to further discuss an employment opportunity at your company.

Sincerely,

Law student

Encl.

**Marketing Management**  
135 Rasorland Road  
Brampton, On M9V 3Y1  
Home: (416) 555-5555  
marketing@marketing.com  
Linkedin.com/marketing

April 13, 2016

Christine Bonatsos  
Manager, Human Resource  
Easter Seal Society, Ontario  
1185 Eglinton Ave. E  
City, Ontario M3C 3C6

Re: Coordinator of Special Events: #7732425-03

Dear Mrs. Bonatsos,

I wish to offer myself as a candidate for the position of **Coordinator of Special Events**. As a recent graduate of the Marketing Management Post Graduate Program, I am eager to work full time in a professional environment. My marketing, customer service and experience working with people with special needs make an excellent candidate for this position.

Attached is the most recent copy of my resume for your review. However, I would like to highlight the following qualifications:

- Fluent in English with excellent oral and written communication skills
- Strong team player who possesses the ability to lead
- Proven ability to prioritize and meet multiple deadlines
- As part of a team, presented to large and small groups
- Dedicated professional who can work well as part of a team or individually
- Strong marketing concepts knowledge
- Motivated self-starter

I would enjoy being a part of your organization and am available for an interview at your convenience. I look forward to hearing from you.

Sincerely,

Student

**Marketing Grad**  
123 Jump St.  
Ajax, ON L6J 3J3  
416-555-5555  
marketing@grad.ca  
Linkedin.com/in/mgrad

Human Resources Manager  
BACARDI-MARTINI CANADA, INC.  
222 Jump St.  
Toronto, On M5Y 4Z1  
416-555-5555

January 2, 2016

Re: BRAND ASSISTANT POSITION

Dear Human Resources Manager:

It is with considerable interest that I forward my resume to you. My goal is to work as part of a team that develops and implements, from conception to completion, marketing strategies on behalf of an organization. My interest in your organization stems from the fact that it is well established, innovative and customer-oriented and I want to take part in contributing to the increase of the national and international market share.

My extensive experience, coupled with my theoretical training, has enabled me to enhance my marketing and logistics knowledge. As a graduate in Business Administration, majoring in finance, I have further developed my critical thinking, reasoning and creativity skills. Presently, I am pursuing my Post Graduate Certificate in Marketing at Humber Institute of Technology and Advanced Learning, and I am eager to use this knowledge and practical training for the benefit of your organization.

I have attached my resume for your perusal and invite you to call me for an interview where we can discuss how I might be able to assist you in a marketing capacity. I look forward to hearing from you. During the day I can be reached at (416) 555-5555 or by email at anytime at marketing@grad.ca

Yours sincerely,

Marketing Grad

**International Marketing**  
45 King St.  
Toronto, ON M5T 1Y4  
416-555-5555  
international@humber.ca  
Linkedin.com/in/international

Aug 28, 2016

Mr. Jamie Williston  
Human Resources  
Ipsos-NPD Canada, Inc.  
240 Duncan Mill Road, Suite 200  
Etobicoke, ON M3B 3R6

Dear Mr. Williston:

The posting on workopoliscampus.com for an experienced Data Collection Coordinator caught my attention immediately.

As you will note from my resume, I have recently completed a Post Graduate Program in International Marketing at Humber Institute of Technology and Advanced Learning. The program has given me broad practical and theoretical base in marketing and it enhanced my communication and facilitation skills that were initially developed during my undergraduate degree in Cultural Anthropology at the University of Toronto.

Over the last three months I completed an internship at In-Sync Consumer Research. This experience enabled me to combine my training with a more practical approach to marketing. During my internship I was primarily responsible for performing an in-depth assessment of potential competitors for a new business product. This assignment included: the identification of potential competitors; direct contact with these competitors to gather key information; analysis of the data; and, preparing a written report and presentation. In addition, I aided in anthropological research on a number of projects. These projects allowed me to expand my research skills by critically analyzing a number of primary and secondary resources in order to identify and implement new marketing strategies for a number of different products.

I believe that my skills and experience will enable me to excel in this position as a Data Collection Coordinator. Accordingly, I would like to meet with you to further discuss my qualifications and how I can benefit your organization.

Sincerely,

International Marketing

**International Marketing Student**

66 Cherry St.  
Toronto, ON M5T 2H2  
416-555-5555  
international@gmail.com  
Linkedin.com/in/international

Human Resources Department  
Humber College  
205 Humber College Blvd.  
Toronto, ON M9W 5L7

February 5, 2016

**Re: International Recruitment Officer**

Dear Hiring Manager:

In response to your posting on the Humber Website, I offer my resume for consideration for the position of International Recruitment Officer.

I am very interested in your offer because my skills, background and experience are an excellent match to your requirements. During my internship in the International Centre, I explored and compiled market research among the international students to identify key choice motivators when selecting a post-secondary educational institution in Canada. I also provided direct support for the development of new promotional materials for Humber, evaluated and recommended the optimum mix of on-line advertising investment and developed the International Centre results presentation for the Business School.

Knowledge of departmental and school mandates and first-hand experience is what I can bring to this role. No less important is the fact that I have the perspective as an international student and the ability to connect with prospective students and their parents using my own experience as part of the promotion to the College.

I have a Bachelor Degree in Business Administration and an International Marketing Post-Graduate Certificate from Humber College. I am fully tri-lingual in English, Spanish and Italian, with basic conversational abilities in French and Portuguese.

I define myself as a hard-working, creative, very organized and analytical professional. As a team player in multi-cultural and cross-functional projects, I have developed the keen ability to build and maintain excellent professional relationships in a culturally diverse environment throughout all organizational levels.

I'm very interested in being again a part of the Humber family and I'm totally confident that I am the perfect match for this position.

Sincerely

International Marketing Student