

# COVER LETTERS

# SCHOOL OF HEALTH SCIENCE

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**Humber College Career Services**

NORTH CAMPUS: Learning Resource Commons, First Floor, 416.675.6622 ext. 5030

LAKESHORE CAMPUS: Student Welcome and Resource Centre, First Floor, WEL105, 416.675.6622 ext. 5028

[www.careers.humber.ca](http://www.careers.humber.ca) | [facebook.com/careercentrehumber](https://facebook.com/careercentrehumber) | [twitter.com/humbercareer](https://twitter.com/humbercareer)

# Farma Sisto

3 Prescription Road, Toronto ON A1B 2C3  
(416) 555-5555 | pharmacy@gmail.com  
Linkedin.com/in/farmasisto

May 11, 2018

Ms. Cynthia D. Physician  
Akron Medical Group  
30010 Summers Street  
Toronto, ON M2T 3X9

Dear Ms. Physician:

I am seeking a part-time position in a physician's office or medical firm. If you are looking for a self-motivated, conscientious individual with expertise in preparing medical claims, then I am an excellent candidate. Enclosed is my resume for your review. I would, however, like to highlight the following skills that I feel would be beneficial to your firm:

- Enrolled in the **Pharmacy Technician Diploma** at Humber College
- Extensive experience in communicating with patients, doctors, and insurance companies
- Proficient in assigning ICD-9 and CPT codes to all insurance claims
- Able to perform all account receivable duties including; tracking claims, posting receivables, and generating reports and notifying patients whose accounts are past due

Being a hardworking, dependable individual, I am sure I could be an asset to your practice. Should you have a position available that meets my qualifications, the opportunity of an interview would be appreciated. I will contact you next week to follow up on my application.

Sincerely,

Farma Sisto  
Encl. Resume

## TOM FEWRULL

124 Funeral Services Blvd., Toronto, ON L7Y 7J9  
(416) 555-5555 | t.fewnrull@sympatico.com | [Linkedin.com/in/tomfewnrull](https://www.linkedin.com/in/tomfewnrull)

January 12, 2018

Bruce Director  
Regal Funeral Home  
11 Mary Street  
Toronto, ON P3L 3B9

RE: Funeral Director Apprectice

Dear Mr. Director:

I am writing in response to your advertisement for the **Funeral Director Apprentice** position posted on July 10, 2014 in the Humber Career Centre's job portal.

The idea of carrying out my apprenticeship in a small community is appealing to me, as I am familiar with a similar environment. It is my understanding that your establishment is relatively new and will offer growth potential. The skills and personal qualities I can contribute will assist you in building a solid reputation in this field. The following is a highlight of some of the qualifications that would benefit your firm:

- Funeral Services Advanced Diploma
- Mature, professional and empathetic personality
- Excellent communication skills
- Exceptional organizational and time management skills

I look forward for an opportunity to meet with you to discuss how I may contribute positively to your firm. Thank you for your time and consideration.

Sincerely,

Tom Fewnrull  
Encl. Resume

## EMILY NURSA

500 Nursing Diploma Rd. ♥ Toronto, ON A1B 2C3 ♥ (416) 555-5555 ♥ RN@rogers.com  
Linkedin.com/in/nancyurse

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March 27, 2018

Ms. Sandra D. Wrong  
Healthcare Recruitment, Inc.  
7325 North Street, Suite 4500  
Toronto, ON L6Y 2X3

RE: Registered Nurse

Dear Ms. Wrong:

I am writing to express my interest in becoming a future employee of the Sunny Meadow Hospital. As a Registered Nurse, I have the following qualifications relevant to the position.

- Highly developed diagnostic skills
- Patient assessment skills
- An ability to offer professional and competent care
- Strong interpersonal and communication skills

The opportunity to work at the Sunny Meadow Hospital would be very valuable. I will contact you next week to discuss employment opportunities or you can reach me at the above telephone number.

Sincerely,

Emily Nursa  
Encl. Resume

## **Clinical Research Graduate Certificate**

248 Hones Crescent  
Markham, ON L7M 4A9  
416 555-5555 | [crgc2011@humbermail.ca](mailto:crgc2011@humbermail.ca)  
[Linkin.com/in/clinicalresearcher](https://www.linkedin.com/in/clinicalresearcher)

May 4, 2018

Ms. Joanna La Pointe  
Manager, Human Resources  
Janssen-Ortho Inc.  
19 Green Belt Dr.  
Mississauga, Ontario  
M3C 1L9

Dear Ms. La Pointe:

I am writing to apply for the position of Clinical Research Intern. As one of the pre-eminent research-based companies in the industry, Janssen-Ortho is one of my top choices for an internship. From your website I know that your company is involved in clinical research in a broad range of therapeutic areas. I was also very impressed with the organization's commitment to a corporate learning strategy. I am eager to join a company that has such a positive impact on the healthcare of Canadians.

I have worked in several positions in the healthcare environment since completing my Bachelor of Science at the University of Calgary in 2013. My experience working in hospitals and the clinical laboratory environment has involved working closely with patients, doctors and nurses. Having also completed a diploma in Medical Laboratory Technology, I have a thorough knowledge of medical terminology, laboratory tests, SOPs and software applications. Furthermore, my education at Humber College Institute of Technology and Advanced Learning in the Clinical Research Graduate Certificate program has given me the specialized knowledge and skills to work in a clinical research department.

Completing an internship at Janssen-Ortho would provide me with a very strong start to my career in clinical research. I know that my experience, education and training will be an asset when working with clinical trials.

I look forward to an opportunity to meet with you to discuss an opportunity to join your team. Thank you for considering my application.

Sincerely,

Janet Sembi, BSc., MLT

## **Regulatory Affairs Graduate Certificate**

27 Shortword Drive  
Toronto, ON M4H 4H9  
(416) 555-5555  
ragc2011@humbermail.ca  
linkedin.com/in/rugaff

April 10, 2018

Ms. Barbara Cott  
Recruitment Analyst  
Human Resources  
Aventis Pasteur Limited  
1755 Steeles Ave. West  
Toronto, ON M2R 3T4

RE: Regulatory Affairs

Dear Ms. Cott:

The skills you require for the regulatory affairs position seem to match my professional strengths. An internship with Aventis Pasteur would be an ideal opportunity for me to apply my knowledge of microbiology and enhance my skills as a regulatory affairs professional.

I have a Master of Science degree in Microbiology and six years of experience working and managing projects in science and healthcare. I am currently completing the Regulatory Affairs Graduate Certificate Program at Humber College Institute of Technology and Advanced Learning. This intensive program, in a very short time has prepared me well for the responsibilities of a Regulatory Affairs Associate. I am familiar with TPD, FDA, and international regulations and guidelines. I have gained hands on experience in preparing various regulatory submissions like CTA, NDS (CTD format), and Provincial Submissions through rigorous class assignments.

My resume is attached to provide more information on my strengths and career achievements. I look forward to speaking with you to further pursue this opportunity. If you have any inquiries please contact me at the above number.

Thank you for your consideration.

Sincerely,

Helen Troy