

COVER LETTERS

SCHOOL OF APPLIED TECHNOLOGY

Page#	Table Of Contents
2	Architectural Technology
3	Cabinet Making
4	Civil Engineering Technologist
5	Design Foundation
6	Electrical Engineering Technology I
7	Electrical Engineering Technology II
8	Electromechanical Engineering Technology
9	Electronics Engineering Technology
10	Home Renovation Technician
11	Heating, Refrigeration and Air Conditioning Technician
12	Industrial Woodworking Technician
13	Interior Decorating
14	Landscape Technician
15	Mechanical Engineering Technologist
16	Project Management
17	Supply Chain Management Post Graduate Certificate
18	Sustainable Energy and Building Technology
19	Urban Arboriculture Tree Care

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 | facebook.com/careercentrehumber | twitter.com/humbercareer

Architectural Technology

*123 Architecture Road
Toronto, ON L2R2L1
456-987-3495
Archi.tech@humbermail.ca
[Linkedin.com/in/architecturaltechnology](https://www.linkedin.com/in/architecturaltechnology)*

November 15, 2016

Bob Smith
Community Design
ABC Company
189 Design Road, Toronto ON
M9Y H8T

Reference Number: 846-DDTY9 (Building Inspector)

Dear Mr. Smith:

Please accept my application for the **Building Inspector, reference code 846-DDTY9** posted through the Humber College Career Centre. As a recent graduate from the Architectural Technology Advanced Diploma program at Humber College, working for Community Design greatly interests me as it is a well-known and established small design firm.

Through my studies at Humber College, I have gained skills in all areas of architectural technology including computer-aided drawing, current building methods and project management. My experience with computer drafting programs includes BIM, Revit and AutoCad.

During my co-op with the municipal government, I gained hands-on experience in sustainable design, building code and specifications and estimating. At this time, I gained strong communication and time management skills. I also developed my ability to prioritize as I was given many projects at one time.

I believe my educational background at Humber College, and my hands-on working experience makes me the ideal candidate for this Building Inspector position. I would appreciate the opportunity to further discuss my qualifications with you and how I could contribute positively to Community Design. Thank you for your consideration.

Sincerely,

Architectural Technology

Cabinet Making

123 Cabinet Street.

Toronto, ON, M9W 6T8

616-789-6495

cabinetmaker@humber.ca | [linkedin.com/in/cabinetmaker](https://www.linkedin.com/in/cabinetmaker)

April 29, 2016

Jimmy Treat
Manager
Furniture R US
35 Kennedy St.
Toronto, ON, K9Y T7R

Dear Mr. Treat:

Please accept my application for the Cabinet Making position with Furniture R US. As a recent graduate from Humber College's Cabinet Making Certificate program at Humber College, I believe I have the technical background and attention to detail needed for this position.

Though working and volunteering in design and customer service, I have developed the following skills:

- Experience using a variety of woodworking joints produced by hand and portable power tools
- Proven ability to lay out, design, calculate and cut cabinets and fine furniture
- Furniture restoration and repair experience
- Works well independently as well as in teams, able to take on new challenges
- Excellent Organizational skills including attention to detail and multitasking ability

My educational background and technical skills make me a suitable candidate for this position. I would appreciate the opportunity to meet with you to further discuss this position. Thank you for your time and consideration.

Sincerely,

Cabinet Making

Civil Enginetch

265 Looking For Job Dr. Erin, ON M9W Z8K

Tel: (416) 555-2521 * E-mail: civilengintech@humbermail.ca * [Linked.com/in/civilengintech](https://www.linkedin.com/in/civilengintech)

August 17, 2016

Nancy Malley
Human Resources Manager
CSS Engineering INC.
56 King St. Toronto, ON
M9Y R7Q

Dear Ms. Malley:

As a recent graduate from Humber College's Civil Engineering Technologist Co-op Diploma program, I would like to express my interest in the **Civil Engineering Technologist** position with CSS Engineering INC. posted through the Toronto Star.

My educational background includes a Civil Engineering Diploma, Architectural Technologist Diploma and a Drafting Certificate. These programs have given me both the technical and theoretical skills necessary for civil engineering. During my studies, I designed, drew in scale, and constructed a wood frame house showing studs, floor joists, rafters, sub-floor, and details of a two-story structural steel industrial building. I also created, using the Advanced Residential Design (R-2000) computer program, presentation drawings and working drawing calculations of heat loss and gain.

Working as a Junior Drafter I have prepared working drawings for construction that was used by Bronte Engineering, a Toronto Engineering Firm. I have excellent organizational skills with the ability to multitask. I am highly motivated and learn new systems quickly.

I believe I could greatly contribute to CSS Engineering INC as a Civil Engineering Technologist. I would appreciate the opportunity to meet with you if my qualifications suit your needs. Thank you for your consideration.

Sincerely,

Civil EnginTech

Design Foundation

356 Design Road
Toronto, On M9W 3Y7
567-390-3456
design@humbermail.ca
linkedin.com/in/design

November 27, 2016

George Button
Architectural Technologist
Technology 123
5467 Toronto Avenue
Toronto, ON, MU8 T9P

Dear Mr. Button:

As a current student in the Design Foundation program at Humber College, I am writing to you to explore internship opportunities within your company. I expect to graduate this coming spring and aim to gain more hand-on designing experience by obtaining an eight week internship with such a reputable company.

Through studying at Humber while working part-time, I have developed my ability of time management and prioritizing. I have proven leadership skills through my volunteer experience as a minor league soccer coach. My courses at Humber have helped me develop technical skills and the theoretical background of the principles of design. I also have experience creating two and three-dimensional drawings.

I am energetic, motivated and eager to get more design experience. I believe that I could greatly contribute to Technology 123 given the internship opportunity. Please consider my request. I look forward to hearing from you.

Sincerely,

Design Foundation

Electrical Engineering Technology

24 Windwood Drive, Toronto M4F 7Y6

416-987-0987

Electrical@humbermail.ca

[Linkedin.com/in/electricalengineeringtechnology](https://www.linkedin.com/in/electricalengineeringtechnology)

[Twitter.com/electricalengineeringtechnology](https://twitter.com/electricalengineeringtechnology)

May 26, 2016

Gregory Smith

Engineering Supervisor

Hi-Tech Inc.

4 King St. West, Suite 208

Toronto, ON, M8T W5T

Re Job Id: 306-999YTHR

Dear Mr. Smith:

This letter is to apply for the **Electrical Engineering Technologist Assistant** position with Hi-Tech Inc. Hi-Tech Inc. greatly interests me as it upholds strong moral and ethical values, as well as a corporate responsibility to the environment.

I am currently in the Electrical Engineering Technology Control Systems Advanced Diploma as well as a new student member of the Ontario Association of Certified Engineering Technicians and Technologists. While studying at Humber College, I have developed my knowledge of motor control, electronic power generation, programmable logic controllers and human machine interface.

Through working in sales, I have gained strong communication skills. I am detail-oriented, creative and motivated to learn from an Electrical Engineering Technologist. I believe I could both learn from and positively contribute to Hi-Tech Inc. if given the opportunity. Thank you for your consideration.

Sincerely,

Electrical Engineering Technology

**Electrical Engineering
Project Management**

555 Miller Lane, Mississauga ON L3R2L2
555-888-9999elecproj@humbermail.com linkedin.com/in/elecengi

June 1, 2016

Elect Rocute
Energy Initiatives Inc.
271 Light St.
Toronto, On
M4X 5T9

Re: Project Coordinator

Dear Mr. Elect Rocute,

It is with great interest that I learned of your opening for the position of Project Coordinator. I learned of this position through the Humber College careers website. I believe I am a worthy candidate for this position with three years of Electrical Engineering experience and many qualifications matching your requirements.

I am an extremely high-energy and innovative engineer who is always looking for new ways to approach a project. My experience includes drafting and reviewing proposals for Project manager, designing and directing engineering team for fabrication of testing systems, and organizing and communicating drafting plans to engineering teams. Allow me to highlight several key projects of particular relevance to your organization:

- Assistant to Project Manager for **Railroad Communication Project** through AECOM International
- Patent Analyst for **Audio Visual Assurance Program** through the Vollrath Company, LLC
- Project Engineer for high profile contracts through Henkels & McCoy, Inc.

I am confident that the combination of my work expertise, along with my strong communication skills, would benefit your company. I appreciate your time and consideration and look forward to speaking with you soon. I will follow up in a few days to explore the possibility of a personal interview.

Sincerely,

Electronics Engineer

Electro Mechanical

100 Cantgethired Ave.
Toronto ON, M9A 4C2
(416) 555-1212
electromechanical@humbermail.ca
[Linkedin.com/in/electromechanical](https://www.linkedin.com/in/electromechanical)

October 15, 2016

Gale Bela
Human Resources
Collaborate Inc.
45 Bloor St. Toronto ON
M8T R6V

Dear Mrs. Bela:

I am writing to apply for the **Electromechanical Technologist** position posted through the Indeed.com on October 12, 2014

I am currently in the Electromechanical Engineering Technology Advanced Diploma program at Humber College, expected to graduate this coming December. I am also currently working towards becoming a Certified Engineering Technologist with the Ontario Association of Certified Engineering Technicians and Technologists. During my co-op with A& P Tool and Machine, I gained experience reading mechanical and electrical schematic drawings. At this position, I have to work well under pressure and consistently meet deadlines.

I have strong computer skills and am proficient in AutoCAD, Microsoft Word, Excel, PowerPoint and social media tools on the internet. I am comfortable working with teams as well as individually and am very detail-oriented.

I believe that I have the hands-on experience and educational background needed for this position. Please feel free to contact me with any questions. I hope to hear from you. Thank you for your time.

Sincerely,

Electro Mechanical

Electronics Engineering

634 Anywhere Rd.
Toronto, ON M6F 4D6
Tel : (416) 555-4468
E-mail: eleengintech@humbermail.ca
[Linkedin.com/in/electronicsengineering](https://www.linkedin.com/in/electronicsengineering)

April 1, 2016

Bill Port
Manager
Celistica Inc.
976 Gireey Road
Toronto, ON, K9TY8R

Dear Mr. Port:

This letter is to apply for the Electronics Engineering Technologist Assistant position at Celistica Inc. I believe that my education in engineering, related employment and extra-curricular volunteer work make a strong candidate for this position.

I am a current student in the Electronics Engineering Technology Advanced Diploma program, expected to graduate this spring. While at Humber, I have worked on a variety of electronic engineering projects such as developing hardware and software for wireless RF Data Transfer through two parallel printer ports. I have also worked as part of a team to create and implement a remote RF weather station. These projects demonstrate my hardworking, commitment to success, as well as my strong leadership and communication skills.

I have strong computer skills including C++ and Assembly Language Programming, Windows, MS DOS, UNIX, and Macintosh operating systems. I also have knowledge of AutoCAD and Microsoft Office.

Given the opportunity, I could greatly contribute to your company. I hope to meet with you to further discuss this position. Thank you.

Sincerely,

Electronics Engineering

Home Renovation Technician

187 Technician St.
Toronto, ON, M9W 6T8
616-789-6495
cabinetmaker@humber.ca
linkedin.com/in/homeren

July 29, 2016

Jason Fall
Manager
Construction Comp.
35 Kennedy St.
Toronto, ON, K9Y T7R

Dear Mr. Fall:

Please accept my application for the Home Renovation Technician position with Construction Comp. As a recent graduate from Humber College's Home Renovation Technician Diploma program at Humber College, I believe I have the technical background and attention to detail needed for this position.

Though working and volunteering in design and customer service, I have developed the following skills:

- Knowledge of house building systems and legal building codes
- Background blue print reading
- Basic electrical, mechanical and plumbing knowledge
- Works well independently as well as in teams, able to take on new challenges
- Excellent organizational skills including attention to detail and multitasking ability

My educational background and technical skills make me a suitable candidate for this position. I would appreciate the opportunity to meet with you to further discuss this position. Thank you for your time and consideration.

Sincerely,

Home Renovation Technician

H. Vac

123 Anywhere Rd., Apt. #218
City, ON L8D 3D5
Phone: (555) 555-5555; Fax: (555) 555-5554
E-mail: hvac@internet.com
LinkedIn.com/in/hvac

September 20, 2016

Tom Link
Senior Manager
Air Condition Design
34 Hilton Road
Toronto, ON, M8T R7Y

Dear Mr. Link:

This letter is to apply for the HVAC Co-op position with Air Condition Design. As a current student in the Heating, Refrigeration and Air Conditioning Technician Co-op program, I hope to obtain a co-op with your company to gain fundamental technical skills in the industry.

While at Humber College, I have developed the following related skills:

- ◆ Disassembled, repaired, and assembled small gas engines
- ◆ Repairing refrigerators and air conditioners
- ◆ Design of refrigeration pipes and systems
- ◆ Operating boiler and providing water treatment

I also have previous experience as lawn maintenance for a private landscaping firm, balancing this commitment while completing my diploma. In this position, I used strong time management skills to maintain and clean a designated space in a short period of time.

I would appreciate the opportunity to meet with you to further discuss my qualifications. I hope to hear from you. Thank you for your time and consideration.

Sincerely,

H. Vac

Industrial Woodworking Technician

123 Anywhere Rd., Apt. #218

Doonesbury, ON L8D 3D5

Phone: (555) 555-5555; Fax: (555) 555-5554

E-mail: woodwork@humbermail.ca

[Linkedin.com/in/industrial](https://www.linkedin.com/in/industrial)

April 20, 2016

Tom Link
Senior Manager
Woodwork Inc.
34 Hilton Road
Toronto, ON, M8T R7Y

Dear Mr. Link:

This letter is to apply for the Industrial Woodworking Technician position with Woodwork Inc. As a current student in the Industrial Woodworking Technician Diploma program, I hope to obtain a position with your company when I graduate this December.

While at Humber College, I have developed the following related skills:

- Ability to construct cabinets and fine furniture using traditional trade methods and computer-based technologies
- Experience constructing pieces with hand tools, portable power tools and stationary machines
- Strong critical thinking and mathematic skills
- Work well independently and in team settings
- Communicate effectively with peers, clients and co-workers
- Detail-oriented, energetic, achievement-driven

I also have previous experience as Sales Associate for many retail locations, balancing these commitments while completing my diploma. In this position, I used strong time management skills and communication skills.

I would appreciate the opportunity to meet with you to further discuss my qualifications. I hope to hear from you. Thank you for your time and consideration.

Sincerely,

Industrial Woodworking

Interior Decorating

123 Decorating Road
Toronto, ON
456-987-3495
Decorating@humbermail.ca
[Linkedin.com/interiordecorating](https://www.linkedin.com/company/interiordecorating)

November 15, 2016

Bella Smith
Manager
Community Design
189 Design Road, Toronto ON
M9Y H8T

Reference Number: 846-DDTY9 (Decoration Assistant)

Dear Mrs. Smith:

Please accept my application for the **Decoration Assistant** posted through the Humber College Career Centre. As a recent graduate from the Interior Decorating Co-op Diploma program at Humber College, working for Community Design greatly interests me as it is a well-known small design firm that concentrates on ecological sustainability.

Through my studies at Humber College, I have gained skills in all areas of interior decoration including residential and commercial design knowledge, computer-generated and manual drafting experience and knowledge of ecological and sustainable material issues.

During my co-op with the municipal government, I gained hands-on experience in sustainable design, building code and specifications and estimating. At this time, I gained strong communication and time management skills. I also developed my ability to prioritize as I was given many projects at one time.

I believe my educational background at Humber College, and my hands-on working experiences make me the ideal candidate for this position. I would appreciate the opportunity to further discuss my qualifications with you and how I could contribute positively to Community Design. Thank you for your consideration.

Sincerely,

Architectural Technology

Landscape Technician

22 Resume Ave. Dartmouth, On M5R 2L3
(905) 555-5555
landscape@humbermail.ca
linkedin.com/in/landtech

December 1, 2016

Berry Port
Manager
Outdoor Inc.
976 Gireey Road,
Toronto, ON, K9TY8R

Dear Mr. Port:

This letter is to apply for the **Landscape Technician** position at Outdoor Inc. I believe that my education in landscaping, related employment and extra-curricular volunteer work make a strong candidate for this position.

I am a current student in the Landscape Technician Diploma program, expected to graduate this spring. While at Humber, I have worked on a variety of hands-on landscape projects such as maintaining grounds with the safe use of mechanical equipment and providing year-round out-door care of lawns, trees and roads.

I have strong communication skills and interact effectively with co-workers, management and clients. I am also organized with the ability to multi-task with taking the initiative to prioritize tasks. Given the opportunity, I could greatly contribute to your company. I hope to meet with you to further discuss this position. Thank you.

Sincerely,

Landscape Technician

Mechanical Engineering

1535 Vanquished Ave. Etobicoke, ON M6N 4Z2

(416) 555-7676 | mechanical@humbermail.ca | linkedin.com/in/mechengi

August 15, 2016

Todd Laporte
Manager
Transit Design
23 Bloor Street West
Toronto, ON, M7T R7H

Re: Job Id 346-Mec

Dear Mr. Laporte:

I am writing to you to express my interest in the Mechanical Engineering Technologist position (246-Mec) with Transit Design. As a recent graduate from the Mechanical Engineering Technology Advanced Diploma program at Humber College, I believe I can contribute positively to Transit Design.

Through working as a Design Assistant, I gained many technical design skills that are assets to this position. I have experience assisting engineers to design products for manufacturing specifications. I am also able to design 2 and 3D computer-aided drafting software.

My experience working as a Peer Tutor while at Humber developed my problem solving and communication skills. I would work one-on-one to tutor students in Applied Technology in CAD and CAM.

I believe that I am well suited for this position and would appreciate the opportunity to meet with you to discuss my qualifications and interest in Transit Design. Thank you for your consideration.

Sincerely,

Mechanical Engineering

Project Management

5050 Management Lane

Toronto, Ontario M4T 3E7

(647)999-1234

pmtoronto@work.com | [Linkedin.com/in/projectmanagement](https://www.linkedin.com/in/projectmanagement)

July 2, 2016

Berry Boss

Manager

Outdoor Inc.

976 Gireey Road,

Toronto, ON, K9TY8R

Dear Mr. Boss:

Please accept this cover letter and the attached resume as my application for the **Project Management** position with *Executive Engineers*, as posted on the Humber College Careers website.

I am interested in this position because my passion lies in the mechanical engineering industry. The posted position matches my skills in the following ways:

- As an experienced Project Manager, I consistently met clients' expectations and finished projects before the deadlines, while simultaneously handling several projects in different cities.
- As a quality assurance supervisor, I learned to be outstanding at establishing and maintaining parts manufacturer inventory

I strongly believe that my proven leadership, communication skills, and management experience, along with my desire to contribute as an executive and a project manager, will bring value to your organization.

I look forward to meeting you so that we can discuss my sustainability in further detail.

Sincerely,

Sarah Long

Supply Chain

167 Lawrence Avenue, City, Ontario M9R 3E3

Tel: (416) 555-8765

supplychain@humbermail.ca

[Linkedin.com/in/supplychain](https://www.linkedin.com/in/supplychain)

May 29, 2016

Jason Fall

Manager

Unisource Inc.

35 Kennedy St.

Toronto, ON, K9Y T7R

Dear Mr. Fall:

Please accept my application for the Supply Chain Technician position with Construction Comp. As a recent graduate from Humber College's Supply Chain Management Post-graduate Diploma program, I believe I have the technical background and attention to detail needed for this position.

Through studying at Humber College as well as my Bachelor of Arts from York University, I have developed the following skills:

- Extensive understanding of logistics integration
- Knowledge of warehousing and distribution design concepts
- Comprehension of computerized inventory control systems
- Strong Knowledge of ACCPAC and SAP
- Extremely organized with the ability to multitask and meet numerous tight deadlines
- Excellent written and verbal communication skills

My educational background and technical skills make me a suitable candidate for this position. I would appreciate the opportunity to meet with you to further discuss this position. Thank you for your time and consideration.

Sincerely,

Supply Chain Management

Sustainable Energy

*123 Sustainable Road
Toronto, ON
456-987-3495
Sustainable@humbermail.ca
linkedin.com/in/sustener*

November 15, 2016

Bob Smith
Community Design
ABC Company
189 Design Road
Toronto ON
M9Y H8T

Reference Number: 846-DDTY9

Dear Mr. Smith:

Please accept my application for the **Energy Specialist, reference code 846-DDTY9** posted through the Humber College Career Centre. As a recent graduate from the Sustainable Energy and Building Technology Advanced Diploma program at Humber College, working for Community Design greatly interests me as it is a well-known, ecological based design firm.

Through my studies at Humber College, I have gained skills in all areas of sustainable energy including knowledge of integrated solutions for energy efficiency as well as heating and cooling system alternatives in building designs.

During my co-op with the municipal government, I gained hands-on experience in sustainable design, building code and specifications and estimating. At this time, I gained strong communication and time management skills. I also developed my ability to prioritize as I was given many projects at one time.

I believe my educational background at Humber College, and my hands-on working experiences make me the ideal candidate for this position. I would appreciate the opportunity to further discuss my qualifications with you and how I could contribute positively to Community Design. Thank you for your consideration.

Sincerely,

Sustainable Energy

Urban Arboriculture

186 Tree Road
Toronto, Ontario, M8T 6Y6
416-983-2853
aboriculture@humbermail.ca
[Linkedin.com/in/urbanarboriculture](https://www.linkedin.com/in/urbanarboriculture)

November 20, 2016

Mr. Link
Senior Manager
Woodwork Inc.
34 Hilton Road
Toronto, ON, M8T R7Y

Dear Mr. Link:

This letter is to apply for the Technician position with Woodwork Inc. As a current student in the Urban Arboriculture Tree Care Certificate program, I hope to obtain a position with your company when I graduate this December.

While at Humber College, I have developed the following related skills:

- Tree climbing, pruning and rigging experience with trees 60 feet or higher
- Knowledge of aerial rescue
- Chainsaw maintenance use and safety
- Supervision experience of field practice sessions
- Able to transport tools and equipment
- Work well independently and in team settings
- Effective communication with peers, clients and co-workers
- Detail-oriented, energetic, achievement-driven

I also have previous experience as a Sales Associate for many retail locations, balancing these commitments while completing my diploma. In this position, I used strong time management skills and communication skills.

I would appreciate the opportunity to meet with you to further discuss my qualifications. I hope to hear from you. Thank you for your time and consideration.

Sincerely,

Urban Arboriculture