



COMM 202

cover letters

why write a cover letter?

A seagull is captured in mid-flight over a body of blue water, with its wings spread and a splash of water visible below it. The background is a clear, bright blue sky and water.

- shows your **INTENTIONS & INTERESTS**
 - shows SINCERITY and RESEARCH
- demonstrates **ABILITY TO COMMUNICATE**
 - CREATIVE and PROFESSIONAL
- opportunity to elaborate on **YOUR STORIES**
 - drawn from your SKILLS MATRIX

can, want, fit



resume vs. cover letter

- what's the difference?

OSCAR LIU
2222 Markham Street, Vancouver, BC, V5Z 1M9
(604) 360-2222 | oscarliu@gmail.com | www.linkedin.com/in/oscarliu

PROFILE

Third year Sauder School of Business student with experience leading and working in teams. Specializing in Accounting and pursuing a career in public accounting after graduation. Able to persevere and thrive in stressful situations through working since the age of 16 and extensive involvement in clubs. Developed a keen interest in building genuine personal and professional relationships through experiences of travelling around the world and frequently moving from one place to another since a very young age. Fluent in English and Cantonese, conversational Mandarin and French.

EDUCATION

SAUDER SCHOOL OF BUSINESS, UNIVERSITY OF BRITISH COLUMBIA Vancouver, BC
Bachelor of Commerce – Specialization: Accounting, Cumulative Average: 85.4% Expected Completion: May 2019

- Key Courses: Financial Accounting (98%), Intro to Finance (95%), Management Information Systems (91%), Microeconomics (89%), Managerial Accounting (85%), Macroeconomics (85%), Quantitative Decision Making (85%)
- Case Competition: Invited to PaC Toronto as BC Region Winner for PaC Ignite, invited to and placed second in Premier 25, Gals Round, placed second in Premier 22, Second Round, placed second in First Year Case Competition
- Involvement: CORM290 (Quantitative Decision Making) Teaching Assistant for two lab sections of 35 students each, VP Internal for UBC Business Communications Club, Events Director for Enactus UBC, Quick Service Attendant at Canucks

WORK EXPERIENCE

ASSURANCE ASSOCIATE, SUMMER Vancouver, BC
PriceWaterhouseCoopers LLP May 2016 – Aug 2016

- Perform controls and substantive testing for clients using audit and office software such as Axa and Microsoft Excel
- Called external companies to confirm bank records and accounts receivable records using strong communication skills
- Facilitate a positive environment by leading the yearbook committee to document the summer internship experience

FRONT END ASSOCIATE – CASHIER Vancouver, BC
The Real Canadian Superstore Aug 2015 – Nov 2014

- Improved efficiency of transactions by rapidly processing 24 items per minute, an increase of 20% from the average
- Maintained a high level of customer satisfaction by resolving customer complaints with courtesy and efficiency
- Organized cash drawers, upwards of \$6000 per shift; minimized counting error through perfectly balanced drawers
- Recognized by management and received accolades from unique and repeat customers of customer service excellence

EXTRA-CURRICULAR ACTIVITIES

CORPORATE RELATIONS MANAGER Vancouver, BC
Commerce Undergraduate Society April 2015 – May 2016

- Acquired two sponsors for the Commerce Undergraduate Society by organizing a networking breakfast in a team of five for city delegates and 400 students to discuss potential sponsorship opportunities
- Maintain positive rapport through effective communication via email and phone while liaising with CUS-affiliated services

SPEND IT RIGHT PROJECT ASSOCIATE/EVENTS DIRECTOR Vancouver, BC
Enactus UBC Sep 2014 – Feb 2015, May 2015 – Apr 2016

- Labeled and presented to six high school teams in the Greater Vancouver region to provide insight about utilizing business plans (SWOT, Exec. Summary) for their own entrepreneurial soap-making enterprises
- Organized a business case competition between five high school teams, hosting 55 people in total, to showcase their social-entrepreneurial products which we met with great response from the high school teachers
- Decreased expenses by 17% by securing in-kind and monetary sponsorship for the competition via phone calls and emails

SUMMER EVENTS COORDINATOR AND WEEKLY VOLUNTEER Vancouver, BC
Color Caring Neighbourhood House Sep 2010 – Jun 2014

- Planned and successfully ran five park days for parents to bring their children to play with a team of six dedicated youths
- Coordinated two annual holiday meals for seniors and youths by setting up food and cutlery and preparing Christmas carols

INTERESTS

- Building puzzles and Rubik's toys, graphic design, recreational photography, all genres of music, Greek mythology

Joe Smith
Address • Phone Number • Email • LinkedIn

January 18, 2017

Joe Lindgreen
Campus Networker
Heath
122 Plaza Street
Toronto, ON

Dear Mr. Lindgreen,

"I will just follow my gut" was my mindset after I started my position on campus. However, I soon realized that just having an idea wasn't enough to succeed. In addition, business needs goals to be logical as it needs to meet the customer's operations and capture programs to help build the competitive advantage for the next three years. I learned that customer communication and strategic customer relations, two of Heath's main priorities, are the most important elements in improving logistics. Equipped with analytical skills, solid academic and an entrepreneurial spirit, I am confident that I will help further advance the team operations in order for us to grow our supply chain.

As an ex-employee of a major retailer, I helped direct expert jobholders quickly and efficiently. The result would result in a transportation delay, which could delay the entire order. Under such demanding circumstances, I tried to advance efficiency by navigating the retailer's complex software for documentation purposes while abiding by standard operation procedures. I engaged my business and provided multiple tasks to complete the job while double-checking my work to ensure accuracy. Most importantly, I worked as a team player, asking relevant questions and voluntarily offering help when needed resulting in shortened process, customer satisfaction and better feedback from my supervisor. The exposure to the transportation of goods and my strong work ethic have prepared me for a role related to Heath.

To further my analytical skills, this past term took a Quantitative Decision-making course. The class involved building complex linear models, analyzing sensitivity results, and finding the optimal solution to problems. In building these models, I was determined to focus on the details to ensure the success of my model. By thinking critically, I gained a strong understanding of the core concepts and worked on the assignments and exams. To further develop my critical skills, I am currently taking an online course that covers data analysis including good habits and mathematical functions. With these new skills in hand, I look forward to contributing to the success of Heath's process management.

My experience in inventory management and being part of data driven decision-making has prepared me for Heath's fast-paced, innovative and customer-oriented environment. I am confident that my skills will help accomplish your goal of offering best operations. I am forward to an opportunity to discuss my qualifications in more detail at your convenience. Thank you for your consideration.

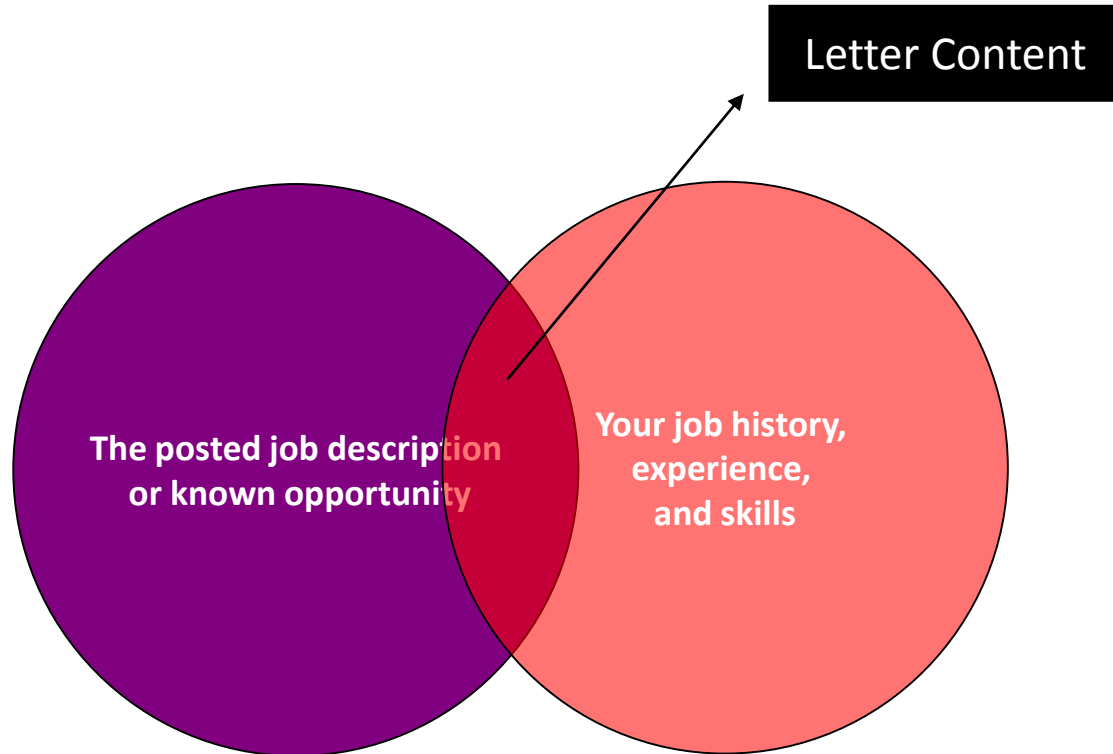
Sincerely,
Joe Smith
RCM-Candidate ID25
Operations & Logistics Co-Op

is about

YOU

THEM

resume vs. cover letter



cover letter elements



Opening



Skill Matching



Closing



Branding



Integration



Formatting

cover letter components

Opening

- "The Hook"
- Mention company information sessions or employees you've networked with
- Do your research
 - Company values, mission, vision

Body Paragraphs

- 2 paragraphs, 3 is the absolute maximum
- Read the job posting and identify 2-3 key skill areas that match your strengths
- Use the S.T.A.R.L. formula

Closing

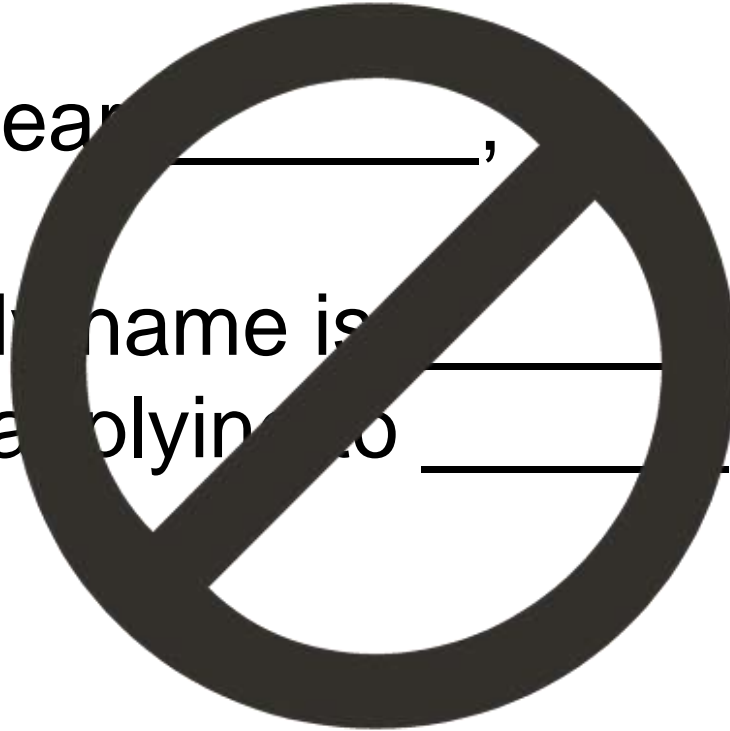
- Summarize the ways in which you add value to the company
- Call to action!
 - "I look forward to the the opportunity to meet with you in person to discuss my qualifications further."
 - "I would welcome the opportunity for an interview to further demonstrate my suitability for this position."

opening



Dear _____,

My name is _____ and
I am applying to _____.





opening takeaways

- expresses keen and genuine interest and/or passion for position
- genuine and unique primary and secondary research indicating interest in company (make sure the research you show is tied to your interest)
- name drop (where applicable)
- makes a clear expression of the skills/experience matching the job description

The top of the slide features a background image of a person swimming in clear blue water. The text "an example" is written in a large, white, sans-serif font, centered horizontally and partially overlapping the swimmer's head and the water's surface.

an example

Dear Ms. Moffat,

“I will just follow my gut” was my mindset when I started my venture on campus. However, I soon realized that just having an idea wasn’t enough to succeed. Profitable businesses need good logistics so I turned to UBC Sauder’s Operations and Logistics program to help build the competencies necessary to turn my idea into action. I learned that consumer communication and supplier/customer relations, two of Nestle’s main principles, are the most important elements in improving logistics. Equipped with analytical skills, solid academics and an entrepreneurial spirit, I am confident that I will help Nestle achieve the lean operations it strives for in its global supply chain.



another example

Dear Ms. Ritchie,

Similar to Maya Angelou, “my mission in life is not merely to survive, but to thrive and to do so with some passion, some compassion, some humor, and some style”. This is the same philosophy that I believe each member of A Thinking Ape follows when contributing to the overall hacker culture by creating better online gaming communities where people can interact. This resonates with me as I spent a fair amount of my childhood exploring mobile games in order to bond with my brother and build the strong relationship that we have today. Whether it is handling cheques and payments in the structured office setting of Colliers International, implementing, promoting, and presenting programs to Alpha Omicron Pi Women’s Fraternity, or interning at A Thinking Ape, I have and will continue to bring my passion, compassion, and humor.



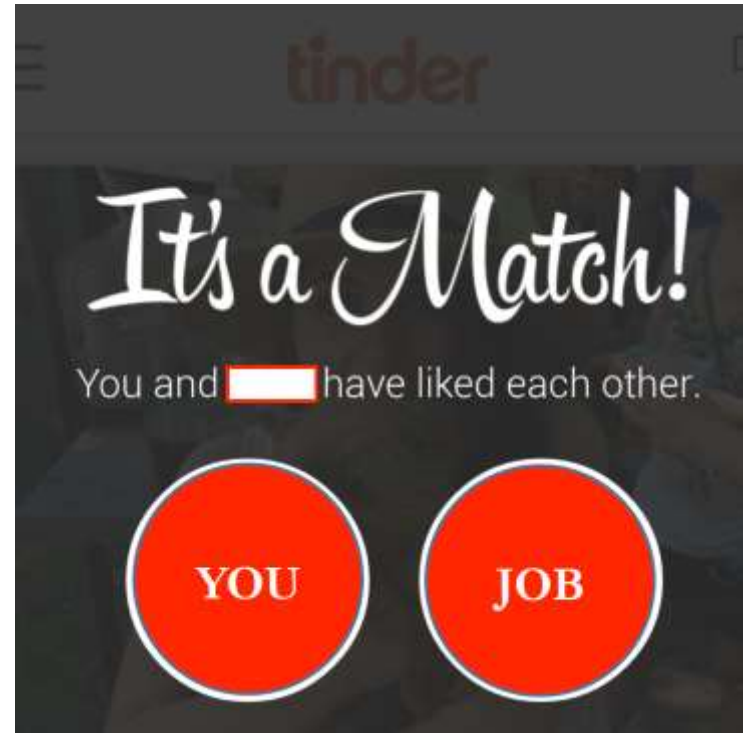
you need a hook!

How fast can you change four tires? One hour? Ten minutes? A few years ago I witnessed a Formula One team do it in 2.7 seconds. They said a perfect run would be just one second. In everything that I do I strive to reach that one second – that perfect test score, that perfect presentation, that perfect career. After speaking with Jake Woodson, a recent hire, Dion Chen, and other industry professionals, I know that my personality and passion lies in sales and trading. Through my unique athletic background and passion, I will provide competitiveness and drive that will set a benchmark for future interns. I cannot wait to sit on a trading floor, execute trades, and engage in research while receiving mentorship from the most world-renowned investment bank. A career with Goldman Sachs is my one second and this is how I will help Goldman reach its own one second ideal:

skills matching

- skills from your skills matrix match the job description (use STARL)
- best relevant experiences
- link education and other training to the job, and link to the co/position if it's not obvious
- any other qualifications

if it doesn't belong, don't include it!



skills matching example

A person is swimming in clear blue water, with their head and arms visible above the surface. The water is bright blue and has some ripples. The person's reflection is visible in the water below.

Just as I have experienced industrialization's key role in catalyzing growth, I have also experienced the crucial role of innovation. During my internship with MzN International this past summer, I consistently took it upon myself to not only offer innovative ideas for improvement, but to actively pursue them. Through my own initiative, I undertook a complete redesign of both the organisation's website as well as its transparency scheme. These are two projects that have since transitioned from ideas into points of action currently being carried out by the organization, and have been commended by clients as having further differentiated MzN and strengthened its overall brand image.

Finally, a key skill of mine that differentiates me from many other undergraduate students is my experience and interest in analytical research. Through my involvement with the Commerce Scholars Program, I have been a Research Assistant for a study on the compensation schemes of renewable energy sources, and I will soon be conducting my own research on the composition of green investment portfolios. Just as UNIDO recognizes analytical and research functions as being one of its four enabling functions, I am interested and experienced in analytical research and recognize its importance in questions of environmental and economic growth.

skills matching example

A person is swimming in clear blue water, with their head and arms visible above the surface. The water is bright blue and has some ripples. The person's reflection is visible in the water below.

As an Airfreight Export Agent at Kuehne + Nagel Ltd., I helped clients export perishable goods quickly and efficiently. One simple mistake could result in a transportation delay, which could destroy the entire cargo. Under such demanding circumstances I strived to achieve excellence by navigating the company's complex software for documentation processes while abiding by standard operation procedures. I organized my documents and prioritized multiple tasks to complete the job while double-checking my work to ensure accuracy. Most importantly, I worked as a team player, asking relevant questions and voluntarily offering help when needed resulting in shortened timelines, customer satisfaction and stellar feedback from my supervisor. The exposure to the transportation of goods and my strong work ethic have prepared me to add value to Nestle.

skills matching example

A person is swimming in clear blue water, with their head and arms visible above the surface. The water has a slight ripple, and the overall scene is bright and clear.

To bolster my analytical skills, this past term I took a Quantitative Decision-making course. The course involved building complex Excel models, analyzing sensitivity reports, and finding the optimal solution to problems. In building these models, I was determined to focus on the details to ensure the success of my model. By thinking critically, I gained a strong understanding of the core concepts and excelled on the assignments and exams. To further develop my MS Excel skills, I am currently taking an online course that covers data analysis including pivot tables and mathematical functions. With these new skills in hand, I look forward to contributing to the success of Nestle's process management.

skills matching example

A person is swimming in clear blue water, with their head and arms visible above the surface. The water is bright blue and has some ripples.

- **Dynamic Team Player.** My involvement as a player for the UBC Thunderbirds Varsity Football Team has developed my ability to perform in a team of 100 players and coaches, while also competing to establish myself as a starter and contributor to the team. Similarly, I further improved my collaborative skills with corporate team members at Scotiabank Global Banking and Markets while working as an Intern this past summer. This experience gave me the opportunity to translate the skills I learnt on the football field, such as concise communication and collaborative efforts, into the business world. I now have a better understanding of how an effective corporate team must function and the importance of asking others for guidance. These two specific experiences have provided me with the team skills necessary to further enhance my professionalism and quickly adapt as I look to begin my professional career with PwC's large and diverse Calgary team.
- **Workload Management Agility.** Balancing 35 hours of football per week with my full-time course load of university studies has taught me to efficiently manage my time. Over the course of the 2012 season, I became 1 of 40 starters on the UBC Football Team. This required dedication and consistent effort to reach my highest athletic potential, while also completing my academic commitments to the best of my capabilities. This experience taught me to be efficient when handling the time available to me, a skill that would prove highly valuable in the fast paced and dynamic environment at PwC.



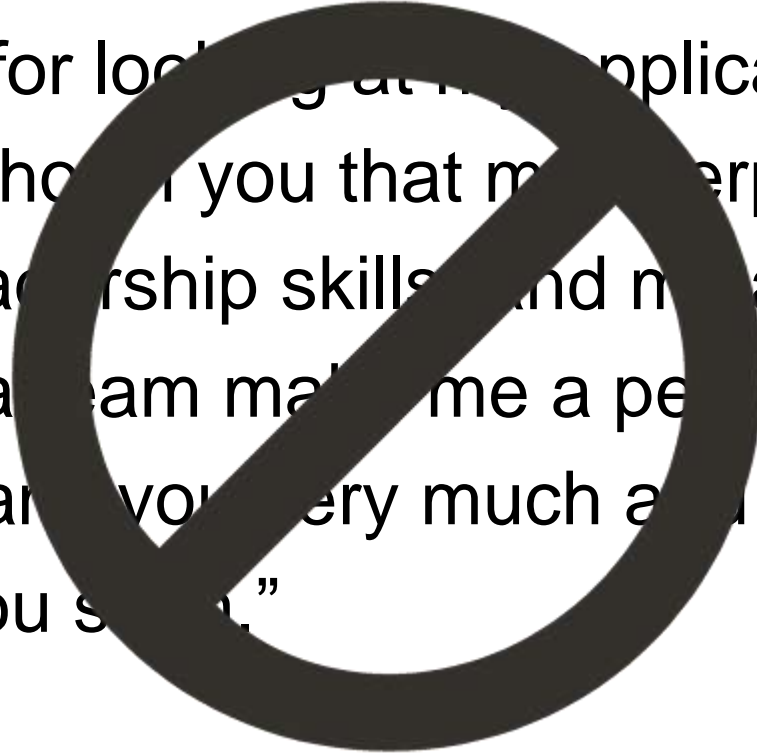
skills matching

- each line proves you have the necessary skills & aptitudes to perform on the job
- **always link to the company / position if not obvious**
- use skills listed in the job description

closing



“Thank you for looking at my application. I hope that I have shown you that my interpersonal skills, my leadership skills, and my ability to perform on a team make me a perfect fit for ABC position. Thank you very much and I hope to hear from you soon.”



closing



- make a good final impression
- show your passion
- restate skills with a different wording
- give genuine thanks
- leave a call to action
- tie to previous examples/stories (tie to hook)

closing



- address the elephant in the room
 - bad grades
 - relocation
 - year of study

While I understand that my academic record may not be as competitive as other applicants, I firmly believe that the time I dedicated to varsity athletics developed my skills as a dynamic team player beyond that of my peers. As a firm that values inspiring and leading others as the defining characteristics of leadership in business, I sincerely hope that you will view my unique experience and skillset to be an integral part of a team, manage time effectively, and develop meaningful relationships as a valuable asset. Thank you for your time and consideration of me as a prospective summer associate for PwC Calgary in 2014. I look forward to further discussing my qualifications in an interview at your earliest convenience.

closing examples

A person is swimming in clear blue water, with their head and arms visible above the surface. The water is bright blue and has some ripples.

While I may lack experience in the accounting field, I am a quick learner and am confident that my organizational, communication and presentation skills would allow me to excel in this summer position at Husky. Additionally, I am passionate about pursuing a career in accounting and am very keen to learn and contribute to the industry that leads the province I call home. Thank you for your time and consideration for the commercial and development summer student position. I look forward to hearing from you to further discuss my qualifications and to personally express my enthusiasm for the oil and gas industry.

My experiences in being mindful of audience responses and having a keen interest in BuzzFeed's content-driven marketing strategy would assist me in creating content to grow your audience. I am hopeful that my creative and team-oriented personality has been demonstrated and I would greatly appreciate the opportunity to meet with you to further discuss this position. Thank you for your time and consideration.

Sincerely,

A person is swimming in clear blue water, with their head and arms visible above the surface. The water is bright blue and has some ripples. The text 'closing examples' is overlaid on the top part of the image in a white, sans-serif font.

closing examples

My experience in inventory management and strong grasp of data driven decision-making has prepared me for Nestle's fast-paced, innovative and consumer-oriented environment. I am confident that my skills will help accomplish your goal of achieving lean operations. I look forward to an opportunity to discuss my qualifications in more detail at your convenience. Thank you for your consideration.

branding

A seagull is shown in flight over a body of blue water, with its wings spread and a splash of water visible behind it. The background is a clear blue sky and water.

- remember your brand? [Use it](#)
- consistent throughout cover letter
- fits in with the company's values + yours
- good impression
- use **Job Research Assignment**

integration

- cover letter + resume use SAME formatting
- stands out!
- cover letter reflects and expands on resume
- be mindful of spacing



integration

Header

PROFILE

Self-motivated, enthusiastic fourth-year BCom student pursuing an accounting career who thrives in a team-oriented environment. Effective communicator with analytical and organizational skills developed through industry and public service internships, as well as teaching experience with students.

EDUCATION

Bachelor of Commerce, UBC Sauder School of Business, Vancouver, BC Completion: May 2017

- Graduated in Accounting, completed average of 90% (A-)
- Received \$7,500 Trill Excellence scholarship in 2014, 2015 and 2016 for achieving an academic average in the top 3% of entering BCom undergraduate students
- Recipient of the 2015 UBC Student Leader Recognition for spearheading new initiatives, demonstrating sustained commitment, and excelling as an ambassador of the UBC community

WORK EXPERIENCE

COACH 300 Teaching Assistant, UBC Sauder School of Business, Vancouver, BC Sept 2015 - Jan 2017

- Improved technical abilities of 60 first-year students by teaching optimization and probability models in Microsoft Excel during weekly computer labs, providing step-by-step, handwritten and printed help as needed
- Worked closely in a team of five professors and 14 teaching assistants to review teaching notes and discuss engaging ways to communicate course material

Summer Associate, Assurance, PwC Canada, Calgary, AB May 2015 - Aug 2016

- Completed two external audits in PwC's Assurance practice, which included the performance of audit procedures such as control walkthroughs, substantive testing, and SOX documentation
- Exceeded expectations for quality of work, attitude, and communication skills on all assignments per feedback forms completed by engagement managers
- Assisted with campus recruitment as part of the Student Recruitment Committee in assisting hiring and networking with applicants during fall recruitment

Accounting Student, S&P Canada, Calgary, AB May 2014 - Aug 2014

- Established positive, efficient correspondence as the point of contact for auditor inquiries by obtaining and calculating information for government tax return audit applications (\$640 T1663, Schedule W)
- Researched and analyzed from taxation budget for complex coding over 200 transactions, through the research of taxation legislation and analysis of individual returns for the year covered by the department's budget report

EXTRACURRICULAR EXPERIENCE

Assistant, Student Council, UBC Sauder School of Business, Vancouver, BC Nov 2014 - Sep 2016

- Reduced stress among new BCom students by providing academic support and mentorship during one-on-one coaching sessions, through the creation of individualized plans of action regarding time management and exam preparation
- Doubled previous year's number of assisting appointments by building trust through empathy and authentic communication, and emphasizing follow-up appointments

Week Worker, Booktopia, Church & York Street Centre, Calgary, AB May 2013 - Aug 2014

- Fostered a safe, welcoming environment for 70 to 90 teenagers during weekly events by demonstrating a positive and enthusiastic attitude while supervising events

INTERESTS

- Hiking in the Rockies, playing board games, cooking, reading National Geographic and The New Yorker

Header

March 27, 2018

Mr. Corinne Bell, CHRF
Compta Recruteur Team Lead
Devcon Canada Corporation
400 3rd Avenue SW
Calgary, AB T2P 4K3

Re: Accounting Summer Student (2018)

Dear Ms. Bell,

When I was ten years old, I received a \$400 cheque from the Alberta government as part of the "Thriftier Alberta" due to a budget surplus caused by high oil prices. Born and raised in Calgary, I was aware of the oil and gas industry, but the event sparked my interest in how oil and gas production affected me. My growing curiosity eventually led me to the Sauder School of Business, where I am completing my second year with an intended specialization in Accounting. As North America's largest producer of oil and natural gas, Devcon Canada is an excellent place to gain a holistic view of the heavy oil industry, and understand how accounting supports the company's progress. I want to bring to Devcon Canada because its motto "The oil good neighbor" aligns with my goal of building relationships to enrich the areas where I work and live. This desire, along with the skills I have gained from my previous work experiences in the Calgary energy industry, will allow me to make valuable contributions to Devcon Canada's initiatives.

My first summer student position was at Versar Inc. in 2012. I assisted the accounts payable department by tracking journal entries and processing payments for invoices that had accumulated while the office was shut down during the massive flooding that occurred in mid-June. It took perseverance to work long hours, but the team was able to restore the backlog within a week. I will bring my strong work ethic to Devcon Canada, and believe that Devcon Canada's individualized, engaged workforce is the greatest strength against current challenges, such as the rising Canadian dollar and lower oil prices. Upon the good summer of Total E&P Canada, where I compiled and calculated information for numerous government payment and application documents, I had to prioritize my tasks and organize my progress as I updated versions of multiple documents, and was consistently in correspondence with several auditors and other departments. At Devcon Canada, the accounting department faces numerous obstacles and accounts a variety of different parties. My ability to efficiently manage multiple projects will be vital to my success.

Although I took \$400 to give my interest, I want to use my accounting degree to support the industry and promote that our fully passionate about an opportunity with Devcon Canada must allow me to learn more about the heavy oil industry, and further enhance my technical abilities with the goal of achieving company and community objectives. Combining my desire to learn, persistent work ethic, and multi-tasking abilities with Devcon Canada's training and mentorship investments, I will complete all tasks with a high degree of enthusiasm and excellence. I look forward to further discussing the opportunity with you. Thank you very much for your time and consideration.

Sincerely,

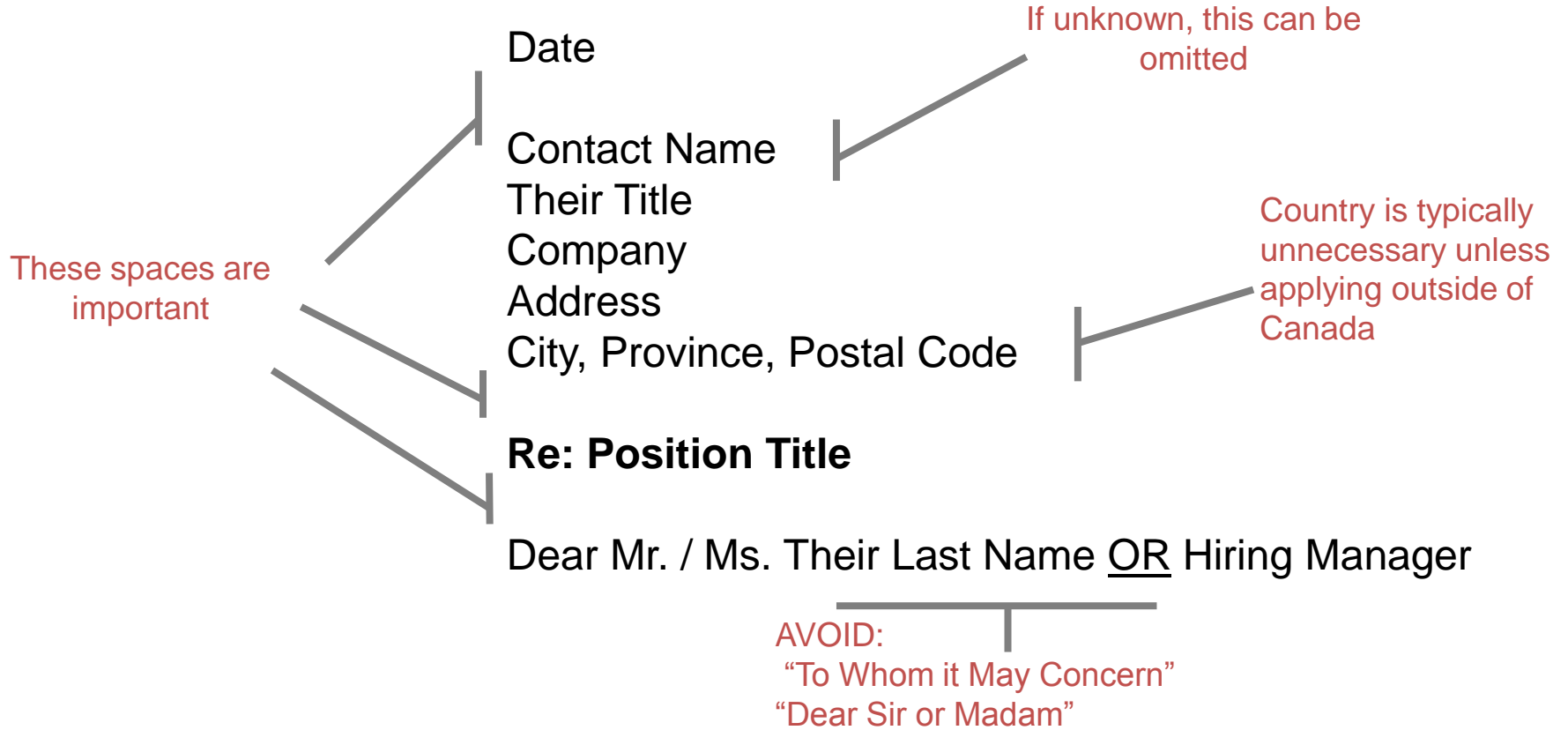
Sauder School of Business, UBC Vancouver

Integrated - Resume

template



<p>Header</p>	<p>Header</p>
<p>PROFILE Self-motivated, enthusiastic fourth-year BSc Accounting student who thrives in a team-oriented environment. Effective communication skills and strong interpersonal skills developed through industry and public service internships, as well as teaching assistance with students.</p>	<p>Week 27, 2019 Ms. Corina Bell, Chair Canada Recruitment Team Lead Devcon Canada Corporation 400 3rd Avenue SW Calgary, AB T2P 4N2</p>
<p>EDUCATION Bachelor of Commerce, BSC Devcon School of Business, Vancouver, BC <ul style="list-style-type: none"> Specialization in Accounting Completed 120 credit hours Received 21,000 Trail Dollars Recognized as the 2019 UBC Accounting Student of the Year </p>	<p>Address</p>
<p>WORK EXPERIENCE COMM 390 Teaching Assistant, UBC Devcon School of Business, Vancouver, BC <ul style="list-style-type: none"> Improved technical abilities of 60 first-year students by teaching accounting and probability modules in Microsoft Excel during weekly computer labs, providing step-by-step, personalized and prompt help as needed Worked closely in a team of five professors and 14 teaching assistants to deliver teaching notes and discuss engaging in-classroom conversations during class </p>	<p>Opening</p>
<p>Senior Associate, Assurance, PwC Canada, Calgary, AB <ul style="list-style-type: none"> Completed five similar terms in PwC's assurance practice, which included the performance of audit procedures such as control walkthroughs, substantive testing, and SOX documentation Secured assurance for quality of work, controls, and communication skills on all engagements performed for various clients Assisted with campus recruitment as part of the Devcon Recruitment Committee by participating in career fairs and networking opportunities during the year </p>	<p>Skills Matching</p>
<p>Accounting Student, Gov 204, Gov 204 <ul style="list-style-type: none"> Established positive relationships with various stakeholders by obtaining and analyzing information for government financial year applications (2014-2015, 2015-2016) Research projects from budget to financial reporting over 200+ hours, through the research of various legislation and analysis of financial reports for the top service department's budget year </p>	<p>Closing</p>
<p>EXTRACURRICULAR EXPERIENCE Assistant, Revenue Clerk, UBC Devcon School of Business, Vancouver, BC <ul style="list-style-type: none"> Facilitated stress among new BSc students by providing academic support and mentoring during one-on-one coaching sessions, through the creation of individualized plans of personalized time management and exam preparation Doubled previous year's number of assisting appointments by building trust through empathy and authentic communication, and emphasizing follow-up communications </p>	<p>Sign Off</p>
<p>INTERESTS <ul style="list-style-type: none"> Hiking in the Rockies, playing tennis, and watching the Vancouver Canucks and The New York Yankees </p>	<p>Devcon School of Business, UBC Vancouver 1200-12th Avenue</p>



formatting example



July 10, 2015

Ms. Lynne Murchie
Manager, Business Co-op Programs
Sauder School of Business
155 - 2053 Main Mall
Vancouver, British Columbia V6T 1Z2
Canada

RE: 2015 Sauder Co-op Program

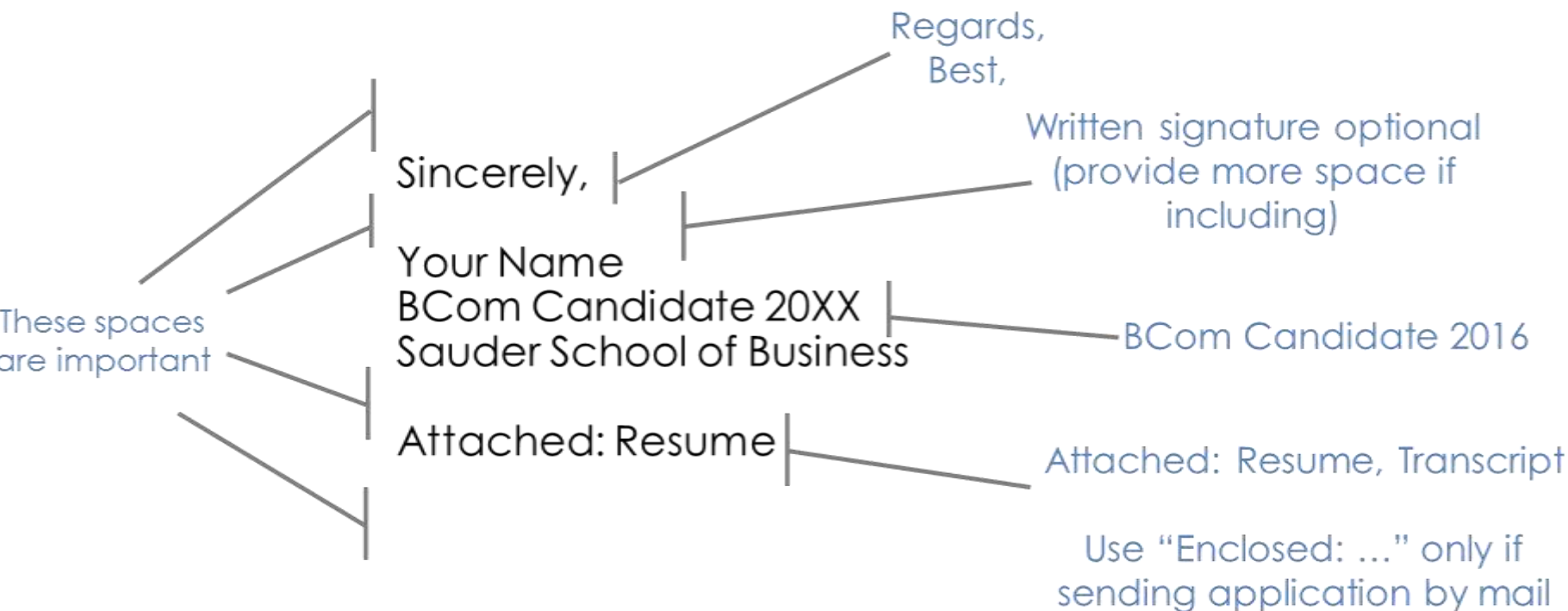
Dear Ms. Murchie,

November 25th, 2015

Ms Stephanie Sengara
Communications Assistant
Public Affairs & Corporate Communication
Canadian Forest Products Ltd
100-1700 W 75th Ave
Vancouver, BC V6P 6G2

Re: Canfor Corporation Scholarship 2015

Dear Ms. Sengara,



formatting example

Sincerely,

Sabrina Rai
BCom Candidate 2016
Sauder School of Business

Attached: Resume, Unofficial Transcript, Application Form

Sincerely,



Garret D. LaValley
BCom Finance Co-op Candidate, 2016
Sauder School of Business

Attached: Resume, Transcript, Proof of Enrolment Letter