

**CANDIDATE NAME**

Address  
City, Prov. Postal Code

Phone Number  
email

December 18, 20xx

Mr. John Smith  
Field Manager, Distributive-Maintenance Field Operations  
BC Hydro  
8475 - 128th Street, Burnaby, BC V3W 0G1

Dear Mr. Smith,

**RE: Portfolio and Project Management Co-op Position**

Thanks to globalization and technological development, there are abundant resources available in today's world. As a result, the key to successful operation is not about obtaining resources; rather, it is about the efficient use of available resources. I was impressed by BC Hydro's tips on saving energy in response to sudden climate changes and the company's contribution to BC community. Building on my previous work experience of implementing the ERP system at ABC Company, I am excited to join BC Hydro to contribute to your team and further develop my skills by learning from your experts.

As further detailed below, I am highlighting relevant skills which pertain to your position:

**Leadership & Decision Making** – I have learned to work effectively both as an individual and with a team. At ABC Company, I led a team of 13 interns where team spirit among interns was the key in enriching our internship experience and in turn, increasing team productivity. I made work allocation decisions in absence of the manager and facilitated communication between staff and interns. Through this experience, I have developed decision-making and prioritizing skills without sacrificing accuracy and accountability. In addition, my organizational experiences have enabled me to excel as a leader with strong interpersonal skills to build relationships.

**Strong Team Work Ethic** – The key to group work is to know one's role, be responsible and cooperate with others. This awareness is demonstrated through my involvement with executive teams and group project meetings. I have contributed to my group not only by active involvement but also by understanding each member's strengths and delegating work accordingly. My international experiences of living in different countries, including Canada, South Korea, Singapore, India and Italy, have helped me understand teams' diversity with a broader perspective.

**Research & Analysis** – I have developed solid analytical and problem solving skills to process large volumes of data using various computer programs, such as MS Office (Excel, Word, PowerPoint). Building on my academic and work experiences, I familiarized myself with accounting principles and financial statements which I applied as an intern at XYZ Inc. and at ABC Company with ERP systems. In addition, I have researched and analyzed a wide range of information, including sales, inventory, market trends and survey responses to write concrete proposals and reports for clients. My skills have been recognized and further developed through business trip to Thailand while working at Ipsos Korea.

Thank you for considering my application. I am willing to learn new skills, experience new environments, and am looking forward to the opportunity to meet with you to further discuss my application.

Sincerely,

Student Name

