

**Terry Wilson**  
13 Rogers Avenue  
Niagara Falls, Ontario  
L2G 2W2  
(905) 935-9359  
Twilson123@gmail.com

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March 29, 2014

Human Resources Manager  
Ontario Power Generation  
2 Innovation Drive  
Renfrew, Ontario K3K 4K4

Dear Human Resources Manager,

I am extremely interested in obtaining the Inspection and Maintenance Technician position with the Ontario Power Generation. Please accept my resume as application for this opportunity. The recent completion of my Diploma in Mechanics Engineering Technology (Co-op) at Niagara College combined with my strong technical aptitude and attention to detail would make me an asset to your company.

My college curriculum has familiarized me with Non-Destructive Examination (NDE) certifications. I served as a Co-op Production Technician at GM. During my assignments, I refined my troubleshooting skills to perform examinations on equipment and identify issues that may impact the safe operation of this machinery. These situations also enabled me to strengthen my technical skills as I applied the appropriate techniques to reduce safety hazards and restore the equipment to its normal operating functions. I then documented these tasks in reports using my attention to detail that were then submitted to management. OPG's commitment to safety is illustrated by your "Traveling TackleShare" event, which raises public awareness about hydro dams and stations in their community. Your organization's dedication to this awareness is one of the reasons why I would like to be a part of your team as I also highly regard safety in my work.

I would like to schedule a personal interview where we can discuss my enthusiasm and qualifications in further detail. Please contact me at (905)935-9359 or twilson@gmail.com at your earliest convenience to book a meeting. Thank you for your consideration.

Sincerely,

*Terry Wilson*

Terry Wilson  
Enclosure: Resume

**Megan Toivonen**

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23 Ontario Street, St. Catharines, Ontario L2N 4E4  
(905) 789-4561

March 29, 2014

Jamie Smith  
Human Resources Manager  
Niagara College  
300 Woodlawn Road, P.O. Box 1005  
Niagara on the Lake, Ontario L3B 5S2

**Re: Clerical Support Position File NO. 0000000111**

Dear Jamie Smith,

With over 10 years of experience in office administration, I am extremely interested in securing the Clerical Support position with Niagara College. My initiative complimented by my proficiency in Microsoft Office programs qualifies me as a candidate for this position. Please accept the attached resume as my application.

I am currently working as a Receptionist at the McDonald Healthcare Office. I use Microsoft Word on a daily basis to draft professional business reports and communication pieces for management. My quick learning ability has allowed me to familiarize myself with the medical database used to store client information and efficiently access and modify accounts in the system. One of my achievements in this position was my initiative to develop and implement a new organizational system for storing information using Microsoft Excel. After learning that information was being duplicated and entered into several systems, I approached my Manager with the idea to streamline that data into an Excel spreadsheet which would then be accessible to everyone in the office. This increased efficiency and reduced the amount of time taken to access the data.

I recently read on the Niagara College website that Student Services is extending their hours to better accommodate the availability of their stakeholders. This commitment to customer service resonates with me as I also strive to maintain professionalism when interacting with clients as a front line team member and try my best to accommodate clients whenever possible.

Thank you for taking the time to review this letter and my resume. I would welcome the opportunity to meet with you in person to further discuss my qualifications and your requirements. I look forward to hearing from you soon.

Sincerely,

*Megan Toivonen*

Megan Toivonen