

STREET
Victoria, BC, POSTAL CODE
PHONE NUMBER
EMAIL@uvic.ca

May 12, 2015

FIRST LAST
Co-op Coordinator
Faculty of Engineering
University of Victoria

Dear Mr. LAST,

Please accept the accompanying work term report entitled "TITLE."

This report is the result of work completed at PLACE during the TERM of YEAR. During this term I worked for SUPERVISOR, doing WORK. as part of this work I TASKS/ACCOMPLISHMENT.

I was able to expand my knowledge of THINGS. My skills in STUFF were greatly enhanced. All of which will serve me well in my continuing education and future career.

I would like to thank PEOPLE for SOMETHING throughout the term.

Sincerely,

FIRST LAST