

Victoria, B.C., Canada

MONTH DAY, YEAR

FIRSTNAME LASTNAME

Co-op Coordinator

Co-operative Education & Career Services

University of Victoria

Victoria, B.C., Canada, XXX XXX

Dear FIRSTNAME LASTNAME,

Formal submission pleasantries and information about yourself.

A little bit of information regarding the work term. Add information about your contributions to the company during your work term.

Talk a bit about what you worked on during your work term and how it relates to the work term report.

Special acknowledgment to the Co-op department and your supervisor.

Restate your excitement on submitting your work term report.

Yours faithfully,

FIRSTNAME LASTNAME

University of Victoria

Engineering & Computer Science

Student

Year X - CSC 00X