**Nathan Chan**Markham, ON  
L3T 4E2

April 10, 2020

To Whom It May Concern,

I am extremely excited to be applying for (position) at IBM. It is one of the world’s most ethical companies of 2020, promoting inclusion and treating people with dignity and respect. My passion for technology and ability to learn quickly make me an ideal candidate for this position.

I am confident that my key competencies and problem-solving skills would benefit your organization. I was a Service Desk Technician Assistant at Ideological Systems for Co-op from February to March 2020. When a blue screen showed up unexpectedly on one of my client’s computers, I was tasked with identifying the underlying issue. I troubleshooted by running a hardware scan, and in so doing, worked in collaboration with my supervisor to resolve the issue.

As a Counselor at Bayview Glen Camp in the summer of 2021, I was responsible for planning and scheduling activities in order for the summer robotics camps to run smoothly. Supervisors depended on me to ensure that the campers were safe and attentive. I understand that being a reliable team collaborator is important for not only following policies and guidelines, but also for efficiency.

My experience in coding extends to academic and extracurricular activities at school. I am currently an undergraduate at Ryerson University. As an executive member at my school’s Coding Club last year, I taught younger students how to use Python. Watching their growth and dedication over the school year has inspired me to continue pursuing coding, innovating and investing in future generations.

I am confident that my working and volunteer experiences can benefit your company by increasing efficiency, building trusting and personal relationships and resolving software and hardware problems.

Please review my resume and feel free to contact me if you have any questions. I can be reached by email at nathancar.go@hotmail.com or by phone at 647-985-0488. Thank you for your time and consideration.

Sincerely,

Nathan Chan