[NAME]    [DATE]

[TITLE]

[COMPANY]

Dear [NAME],

I am applying for the position of [POSITION] (4 Month Co-op Opportunity) at your company, [Company]. I am a [YEAR] year Computer Science student and I learned of this position through the University of Toronto Scarborough Co-op website. [COMPANY] is a company I hold in the highest regard in a field I have much interest in. You will find I am a more than capable candidate for this position, willing to diligently serve a company I hold in the highest regard in an industry I adore.

INSERT YOUR 1st PARAGRAPH HERE

INSERT YOUR 2nd PARAGRAPH HERE

In conclusion, I am a well suited to be a productive member of the team at [COMAPNY], willing to do my absolute best to contribute. I am confident I would be able to apply my skills affectively on the job. [COMPANY] is a company leading the way to the future and it would be an honor to be part of that future as a [POSITION]. I would very much appreciate an interview. Thank you very much.

Sincerely,

Michael Cottow