

# Wilson Wu

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151 Alexmuir Blvd, Toronto ON - ww08@uoguelph.ca - 647-227-1090

Mr. Jean-Luc Picard  
Central Plant, Human Resources Department  
Olymel  
Peterborough, ON, N8L 9W6

July 1st, 2021

Dear Mr. Picard,

I am very pleased to hear that the Human resources department is searching for QA assistants. Ever since I got my first job, I have been honing my interpersonal and communication skills on a multitude of different tasks allowing me to adapt to a range of problems such as assisting multiple customers at the same time while maintaining quality of service, cooperation with colleagues to deal with orders and data management of stock and faulty items. My set of skills from working in customer service would be a great asset to your team, and I am excited to apply for the position of QA Assistant at Olymel.

Throughout my time at the University of Guelph, I have developed many skills that will be beneficial for your department. My enrollment in the Biological and Pharmaceutical Chemistry program has given me ample opportunity to develop my proficiency with software such as Microsoft Word and Excel due to their extensive use to collect data from my chemistry courses. In my General Chemistry 1 & 2 courses, I utilized Word and Excel to analyze and record a multitude of quantitative, and qualitative observations of chemical reactions. This proficiency should prove very effective for the position I am applying for as the usage for the software would be used in a very similar fashion as the labs.

Moreover, as a science student and someone who worked in customer service, I can't help but feel a level of excitement for the work you are doing. I believe that the skills I have acquired in data management, multi-tasking and customer service will make me a valuable member of your team. I thank you for taking your time and effort to consider me as an applicant and hope to discuss with you in the near future.

Sincerely,

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## Summary of Qualifications

- 2 years of experience working in a team environment by completing varying tasks given by the manager and providing customer service as a sales associate at SVP Sports.
- Developed strong interpersonal skills and created long lasting relationships with colleagues within 2 years as a kids camp group leader at Stephen Leacock Sports Camp.
- Acquired strong time and data management skills during my time as a science student creating schedules and tables from information gathered during labs.
- Open-minded and able to develop effective solutions to all sorts of problems through listening and observing the thoughts and actions of others and incorporating them into my own.
- Strong background in sciences and math since entering highschool, taking multiple electives regarding such subjects like Calculus, Advanced Functions and Chemistry.

## Education

**Bachelor of Science - Pharmaceutical and Biological Chemistry** **2020-Present**  
University of Guelph, Guelph ON

- Completed coursework in Calculus 1 and 2, and Intro to Programming gaining a proficiency in problem solving and math.

**Bilingual High School Diploma -** **2016-2020**  
Agincourt Collegiate Institute, Scarborough ON

- Graduated with honours all 4 years (80+%)
- Completed 8 French courses to obtain a bilingual certification and fluency in French
- Developed presentation and communication skills which allowed me to be elected as class representative for my final 2 years.

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## Work Experience

### **Sales Associate - SVP Sports, Scarborough ON**

**Oct 2017-Dec 2019**

- Communicated with customers, developing friendly relationships in order to learn about and best assist them in their needs quickly and effectively
- Collaborated with co-workers in order to thoroughly and efficiently complete various tasks assigned by the manager
- Gained familiarity with working within a fast-paced environment helping each customer in a timely and efficient manner

### **Camp Leader - Stephen Leacock Sports Camp, Scarborough ON**

**Jul 2018-Aug 2019**

- Communicated with peers to develop a schedule which accommodated needs and wants in order to create an overall good experience for everyone involved
- Resolved all problems with an open minded approach in order to best satisfy all parties involved

## Extra-Curricular Activities

### **Camp Volunteer - Stephen Leacock Sports Camp, Scarborough ON**

**Jul 2016-Aug 2017**

- Communicated with other volunteers and camp leaders to provide the best experience for the kids and gaining experience within a team environment

### **Camp Assistant - Scarborough Baptist Church Camp, Toronto ON**

**Jul 2015-Aug 2015**

- Organized sign-ups for kids and parents, prepared food and gained experience as a leader while leading bible study sessions