August 7, 2014

Andrea Moon
Learning Strategist
Ryerson University
285 Victoria St
Toronto, ON M5B 2K3

Dear Ms. Moon:
I am interested in the SLG leader position for PCS 120 and CHY 142 advertised on the Ryerson website. My resume is enclosed for your review. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

Your Requirements (for PCS 120):
• Completion of PCS120 in high academic standing (3.00 GPA).
• Must have and maintain a clear academic standing; preference will be given to students with a CGPA of 3.00 or higher.
• Commitment to personal development and assisting students to grow as learners by demonstrating the behaviour of a model student.
• Strong communication skills, problem solving, analytical, presentation and facilitation skills.
• Excellent time management, planning and organizational skills.
• Previous attendance at SLG/ FA-ST sessions is preferred.
• Ability to work independently and as a team member.
• Involvement in campus groups, committees, unions or events is an asset. Past experience working with youth or young adults in an educational setting or leadership role is an asset.
• Students entering their 2nd, 3rd and 4th year are welcome to apply.

My Qualifications (for PCS 120):
• Attained a grade of B+ in PCS120 (3.33 GPA)
• CGPA of 3.83
• Spent summer recording instructional screencasts based on material covered in PCS 120
• In Fall 2013 participated as Fa-st leader for both PCS 120 and CHY 142, as well as taking 5 courses and working in media services (demonstrates time management)
• Currently entering 4th year

Your Requirements (for CHY 142):
• Same as above for PCS 120 with the exception of course code

My Qualifications (for CHY 142) in addition to above:
• Attained a grade of A+ in CHY142 (4.33 GPA)
• CGPA of 3.83
• Spent summer working in organic chemistry lab on daylight simulation project

I appreciate your taking the time to review my credentials and experience. Again, thank you for your consideration.
Sincerely,

Andrew Harris