100 Blythwood Road

Waterloo, Ontario

N2L 4A2

September 16, 2019

NAME

POSITION

Ad

Dr

Ess

POSTAL CODE

Dear NAME:

As a grade 12 student, I am applying for a co-operative education placement with ***SOME PLACE (tell them how you found out about the position)***. My long-term career goal is to work in a computer programming environment.

Currently, I am a senior student at Resurrection Catholic Secondary School. My courses are directly and indirectly connected to the computer programming co-op placement. With 94% of final park, I passed Grade 11 computer science course, Advanced Functions with 92%, and currently taking Grade 12 Computer Science and Physics. I have participated to the team math contest and with the great teamwork, our school team won the first place.

My strong points are:

* Produces great result with team working project
* Works hard to achieve the goal

All of my courses and skills connects to the computer programming related co-op placement.

Pick 2-3 job skills listed in the description and write a brief paragraph showcasing an experience where you demonstrated that skill with excellence

Then close off by summarizing your skills. List 5 other skills(bullet) of yours, you think are applicable to the job. Close off by mentioning you are looking forward to talking with them further about the position.

Last line should say resume enclosed.