

Arfaz Hossain

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Acturis Canada

Victoria, British Columbia

Dear Hiring Manager:

I am writing to apply for the Support Analyst Co-op at Acturis. As someone who is always eager to learn and grow in my field, I believe that this is an excellent opportunity to gain valuable experience and enhance my skillset.

I have gained valuable customer service and communication skills throughout my role as a customer service and grocery clerk at Save-On-Foods. Working in a collaborative environment, I actively engaged with customers, addressing their needs and concerns daily. Within the store, I applied my problem-solving abilities to effectively resolve issues while maintaining a positive and cooperative atmosphere. Additionally, I adeptly managed multiple tasks to meet the store's requirements and even took on the responsibility of overseeing the customer service department in the absence of the store manager. My previous work experience also includes volunteering with two non-government organizations, where I further honed my skills. In these roles, I was responsible for accurately documenting funding from diverse fundraising events and effectively communicating with branch directors to ensure the smooth execution of these events. Throughout my experiences, I have extensively utilized tools like PowerPoint, Word, and Excel to create persuasive proposal presentations, comprehensive documentations, and organized fiscal databases.

Throughout my academic coursework, I have collaborated with multiple teams on diverse projects, gaining experience in different areas of software development. I have a deep fascination for the potential of technology to solve intricate problems, and I am continually refining my skills in developing efficient and dependable software solutions. In addition to my technical abilities, I possess strong organizational, problem-solving, and time management skills that will contribute to my effectiveness in this position.

Given my current work-term setup, I am available for either a 4 or 8-month co-op term and would be open to the possibility of participating in two consecutive terms. Thank you for considering my application. I look forward to the opportunity to further discuss how my skills and experience can contribute to your team.

Most Sincerely,



Arfaz Hossain (He/Him)

2nd Year Software Engineering (BSEng) Student,
University Of Victoria