**COVER LETTER**

Aishwarya Tiwari

130, Columbia St.

Waterloo, ON, Canada, N2L0G6

September 25, 2019

Employer’s Name

Employer’s Mailing Address

Dear Mr.

It is with prominent interest that I submit my resume to you for a co-op position as a Project Coordinator. Being a student of Mobile Solutions Development program at Conestoga College, I have enhanced my skills in this respective field. I believe I have a consummate combination of relevant experience, capability, knowledge and command that you seek from a candidate for this position.

In Mobile Solutions Development program, I have been performing the tasks practically which has pushed and strengthened my ability to do better and work as a team. In addition, studies in Computer Science Engineering have provided me a strong fundamental of working in all fields of Computer Science. I have a relevant experience of working as a Project Manager and a Team Lead where I learned about manual testing, UI/UX Designs, communicating with the clients, working as a team, starting and ending the projects, fulfilling customer’s requirements and handling the International Projects. I am very organised and write notes for my schedule and upcoming work. I would welcome the opportunity to work and contribute my efforts towards your organisation. I believe that my eminent work ethics and willingness to learn quality will allow me to work with the team members.

I have authenticated ability to work efficiently with the team. My efficiency to do the work is surely something you can rely on. I was volunteer in an NGO which provided education and meals to the homeless children, I have learned a lot from them. This experience has helped me grow as an individual.

I would be thrilled to have a co-op opportunity with your organisation. I am confident that my skills, organised behaviour, work ethics and willingness to listen and learn new things will be an asset to your organisation. Thank you for reviewing my application and I hope to be hearing from you in the future.

Sincerely,

Aishwarya Tiwari