

# Bill Than

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The Center for Implementation  
Head Office

**Dear Recruiter,**

I am writing to you today to apply for the Project Assistant position at The Center for Implementation (TCI). I found this position on the University of Toronto's CLNx job site. I am enrolled in my 3<sup>rd</sup> year of the Bachelor of Information (BI) at the University of Toronto. In my first two years, I majored in Computer Science, Mathematics, and minored in Educational Studies. My interdisciplinary academic background provides me with a valuable foundation to succeed in the Project Assistant role.

My motivation for working with TCI is driven by my strengths and past experiences that would have well prepared me for this position. I thrive in environments that include planning for and creating formal, presentational, and educational content. My passions lie in Human-Centered Design (HCD), with my projects ranging from training materials, websites, and user interface design. More importantly, HCD includes iterative feedback where I take critique to further strengthen my design. Working at TCI can become an iterative step for my professional career to further hone my HCD skills. TCI is the bridge that supports implementing one's own goals. A place at TCI for me is an opportunity for me to capitalize on my ideas and put them to work.

The challenge I face as an undergraduate student is standing out from the crowd for recruiters, professors, and co-workers. The unique ability that sets me apart from others is my interdisciplinary background. Firstly, I will bring technical computer science experience which includes front end and full-stack development. Secondly, my educational background provides me with a pedagogical strategy for educational material creation. Lastly, my studies in information provide me with valuable skills in informational organization and sustainable practices. To maintain my skill set, I am a quick adaptor and always have an appetite to learn. The acquisition of my services to TCI will be valuable in both the short and long term.

The City of Toronto is one professional experience where I have used my organizational ability and attention to detail. I first started as a Lifeguard and quickly made my way to the Pool in-Charge position after 2 years. COVID-19 and a newly promoted Pool in-Charge is a tall order for anyone, and I stepped up to the plate. I was responsible to create materials for training and leadership programs following COVID-19 regulations. In my planning and creation stages of the training material, I had to adhere to the City of Toronto's Corporate Identity Program (CIP). With a tight deadline of a June 2020 outdoor pool opening, I only had a month's time constraint to prepare for a highly regulated and strict CIP project. In the end, I was able to accomplish teaching one Lifesaving Society course (to help train future lifeguards), and run a Seasonal training (in-service, seasonal training for current lifeguards). My attention to detail and respect for different organizational regulations ultimately led to the success of both of my events.

I am confident that my previous education and professional experience make me a competitive and valuable candidate for this position. I appreciate your time in considering me and I hope to speak further about how I can contribute to TCI.

**Sincerely, Bill Than**