[Date]

[Company]

[Address]

[City], [Province] [Postal]

[Title]

Dear Hiring team:

I am a 4th year computer science major who is looking to develop my skills with real world experience. I learn quickly and would love the chance to solve real world problem. It would be awesome to get a chance to work with [Company] to increase my professional experience.

Before going to university, I worked at Papa Johns as a shift supervisor where I learned great customer service and attention to detail. I opened the store alone and I was alone for the lunch rush where I had to accurately take customer orders and make their pizzas. The shift ended after the dinner rush where I led a team of up to five people to run the store. I trained and orientated new hires giving me strong oral communication.

I am excited by the thought of working with [Company] in the [title] co-op role. You can contact me through the SFU co-op office or directly if you would like to set up an interview. Thank you for your time and consideration.

Sincerely,

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Description automatically generated with medium confidence