**Glenn Hartmann**

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| [address] | 253 Erb Street West |
| [address] | Waterloo, Ontario |
| [email] | |
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[date]

To Whom It May Concern,

I have learned of your need for a [job position] in [place] from the University of Waterloo’s Jobmine and co-op program. I would very much like to attain this position with [company] for [time period], and I believe my work experience, education, and skills are more than adequate to do so.

I have developed group and independent work skills through my previous co-op position as a Test Specialist with Agfa Healthcare in Waterloo, Ontario. There and through my education in Computer Science through the University of Waterloo, I have also gained skills in working with computers and programming in C, Java, BASIC, Turing, and Scheme.

I have included within my resume, including precious work experience and all relevant qualifications. I look forward to discussing my candidacy for the position of [position] at [company].

Thank you for your time and for considering me as a suitable candidate for this position.

Sincerely,

Glenn Hartmann