The Canadian Shield

640 Bridge Street

Waterloo, ON

January 5, 2021

Dear The Canadian Shield,

I am writing to you as a Mechatronics Engineering student at the University of Waterloo, interested in your \_\_\_\_\_\_ position. This position is an exciting opportunity for me, as \_\_\_\_\_\_\_\_\_\_\_. I have spent the past few years learning and developing technical skills, taking on leadership roles, and involving myself in student teams and programs. Now, I am looking to apply these skills in the \_\_\_ industry, which is why I believe I would be a great fit for your team.

I have been employed over the summer at Merry Hill Golf Club, in which I worked as a clubhouse employee. I worked with POS transactions and customer experiences. Working in customer service has taught me resiliency and interpersonal skills, and I’ve enjoyed applying these skills to enhance the experience of all our guests. I have also enjoyed working with my co-workers, achieving results as a team.

In addition to this, I have acquired plenty of technical skills through my involvement in student teams. I was involved in a FIRST Robotics team for 4 years in high school, where I worked to design and build a competitive robot in 6 weeks. I worked with SolidWorks to develop complex CAD models and drawings, which I used to fabricate parts. On the team, I progressed into a leadership role, where I led a subteam of 8 people working to develop a subsystem for the robot. I resolved conflict and delegated work to ensure progress in our design goals.

Over the COVID-19 pandemic, I’ve worked to continually develop my skills, with lots of interest in software and website development. I taught myself programming languages such as Python, JavaScript, and C++, as well as web development with HTML, CSS, and ReactJS, and used these tools to develop full stack websites and solve computing problems.

I have included my resume with this letter, and am open for contact by email or phone. Thank you for considering me for this position, and I enthusiastically look forward to hearing back from you.

Sincerely,

Owen Moogk

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