

# WELCOME

## CS CO-OP RESUME WORKSHOP



"I think I'm most interested in hearing about the part  
of your resume titled 'Stuff I Totally Rocked.'"



# Agenda

- Skills Assessment
- Resume Guidelines
- Job Descriptive vs. Accomplishments Based Resumes
- Review of Sample Resumes
- Reference Page
- Cover Letter Writing – purpose, do's and don'ts



# What is the purpose of a resume?



# Purpose of Resume

- Demonstrate FIT – they want, you have
- Highlight relevant and transferable skills – “keywords”
- Get the readers attention so that you are invited for an interview. **What differentiates you from others?**

*However, your resume will only ever get you 50% of the way there...*



**Resume and Cover Letter Quiz**

Your contact information (name, address, phone number, email) should always appear on the upper left-hand corner of your resume.	True False
You must always have an Objective and a Summary statement on your resume.	True False
Resumes should never be more than two pages long.	True False
A good resume and cover letter will definitely get me a Co-op job.	True False
Including some of your interests and hobbies on your resume is a good idea.	True False
Keeping the format of your entire resume consistent will only create boredom for the employers.	True False
The purpose of a cover letter is to introduce your resume to an employer.	True False
It is fine to have one basic cover letter and just change the employer name and job title.	True False
If you have a personal project that is incomplete you should not include it on your resume.	True False
Your bullet points can be as long as you need them to be to convey your message.	True False
Always include the statement "References Available Upon Request" at the bottom of your resume.	True False



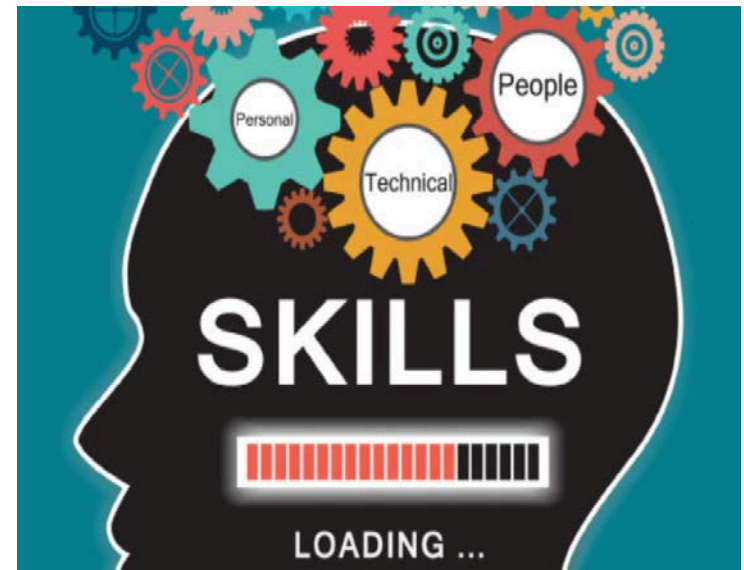
# Self-assessment

- Will help you to understand yourself better and assist you in seeing yourself as an employer might.
- Begin to understand how you can fit into an organization or position in a way that adds value to the employer.
- Explore your current and past experiences to identify your skills.



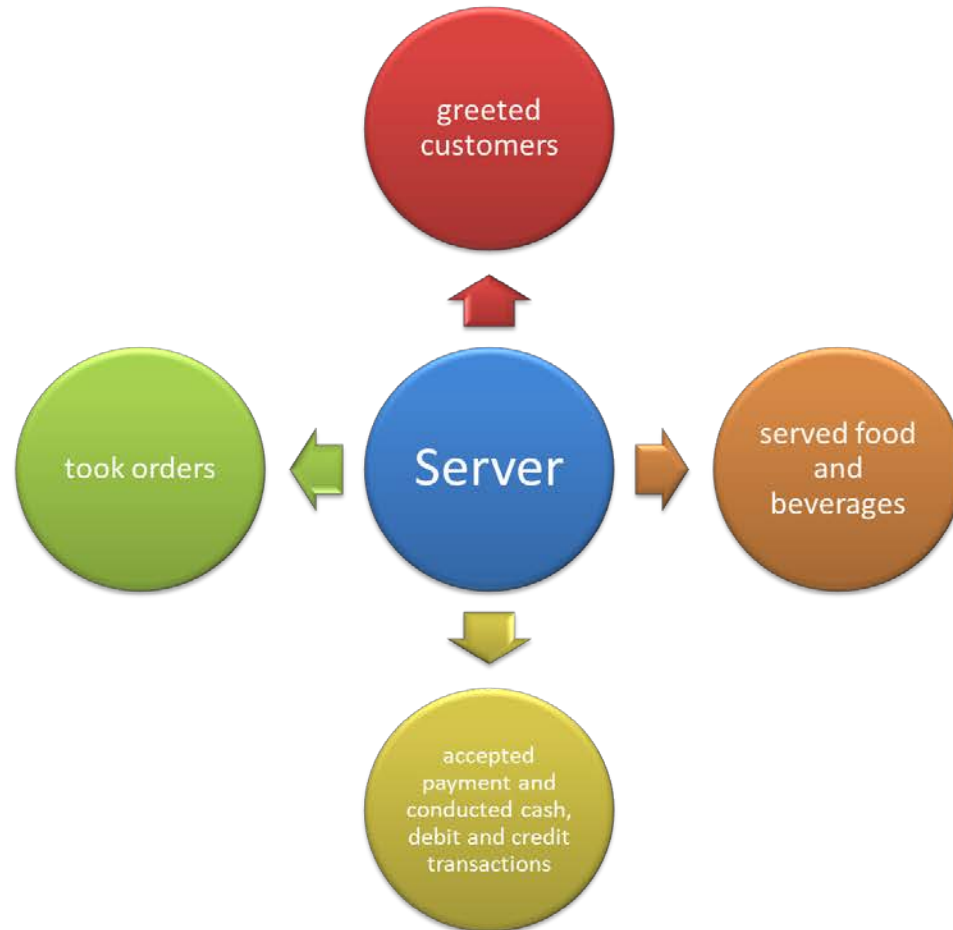
# Self-assessment

Analytical/Problem solving  
Flexibility/Versatility  
Interpersonal/People skills  
Oral/Written Communication  
Organizational/Planning  
Time Management  
Motivation  
Leadership  
Self-starter/Initiative  
Team player



# Skills Inventory

- Tact / Discretion
- Customer Service
- Communication
- Time management
- Interpersonal
- Quick thinking
- Problem solving
- Teamwork
- Attention to detail
- Organization
- Accuracy





# Guidelines

- Resume should never be more than 2 pages long
- Use adequate white space, don't cram info on page
- Formatting must be consistent
- Be aware of past and present tense statements
- Do not write in first person – no “I” “My” or “We”
- Use language that is consistent with how you speak
- List your job titles first and the company name below – we want to emphasize the information that pertains to you and your experience/accomplishments, not the company you worked for. Same is true for Education, degree that you are pursuing comes first, UofM listed below



# Guidelines

- List experience in reverse chronological order
- Do not list your references on your resume, that is a separate document. Also, no need to say “References available upon request”
- Do not include personal information such as birth date, marital status, religion, sexual orientation, etc. or any details that could lead to discrimination and bias – even certain hobbies!
- Do not list High School unless you took AP / in IB program or if you attended a school with a language program – these can be differentiators



Resume  
**content** and  
resume  
**format** are  
equally  
important

The first thing an employer will notice about your resume is the layout.

You never get a second chance to make a first impression, which is crucial in your job search!

You must invest time and energy not only in your resumes content, but also in the look. Be professional, logical and consistent.

*Q. How long do you think a Recruiter will spend looking at your resume the first time they see it?*

# Resumes

- Header – Name and Contact Info
- Education
- Awards and Achievements (if applicable)
- Technical Skills
- Work Experience
- Volunteer Experience / Community Involvement
- Extracurricular / Projects
- Leadership
- Interests and Activities \*use some discretion here



## When developing the bullet points for your resume:

- Keep statements short and concise
- Start with an action word
- Add descriptive details
- Focus on results
- **DO NOT** use “Responsible for....” or “Duties Included....”



# Job Descriptive vs. Accomplishments Based Resumes

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A JOB DESCRIPTIVE RESUME STATES WHAT YOU DID, WHEREAS AN ACCOMPLISHMENT-BASED RESUME DESCRIBES HOW WELL YOU DID IT.



FOCUS ON SUCCESSFUL OUTCOMES AND HOW YOUR ACTIONS BENEFITED YOUR EMPLOYER.



IF POSSIBLE, QUANTIFY YOUR RESULTS USING NUMBERS, PERCENTAGES OR OTHER METRICS.



YOUR RESUME NEEDS TO PROVIDE CONTEXT FOR YOUR READER, NOT JUST A LONG LIST OF DUTIES AND RESPONSIBILITIES.

# Accomplishment Statements

Help employers understand what you have accomplished in the past and what you could do for them in the future.

Provides “proof” of your past success.

Accomplishment statements are statements which provide a vivid description of your transferable skills.

They demonstrate results!



# ACTION + RESULT = YOUR IMPACT

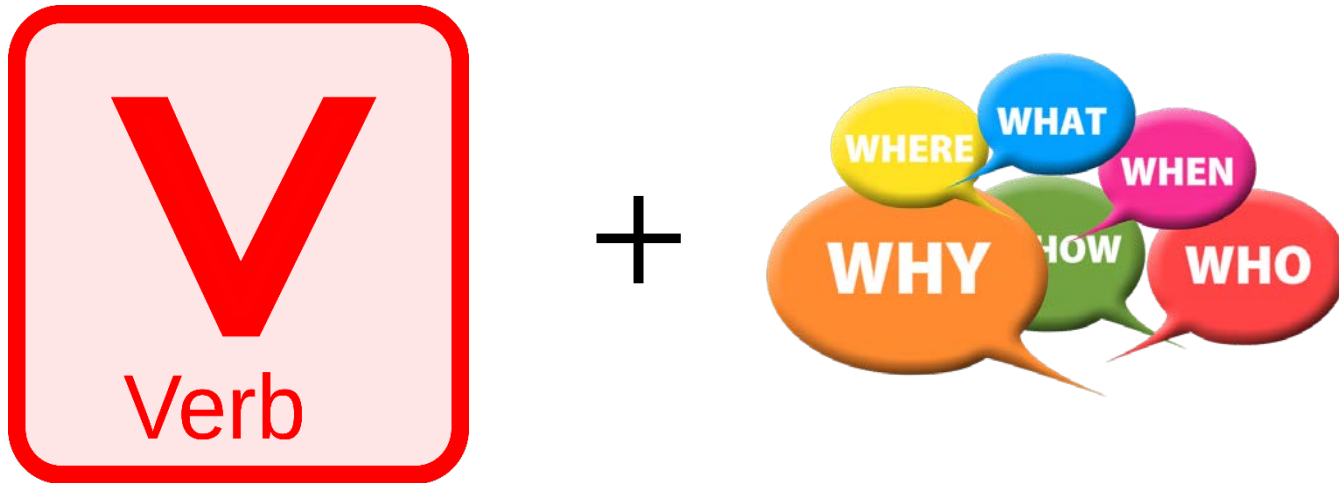
If your statements leave your reader asking SO WHAT?  
or WHY? you haven't provided enough information.

Try to put yourself in the readers shoes, have you  
provided enough context?





# Building Accomplishment Statements



Begin with an action word, which creates impact,  
clearly state the contributions that were made as a  
result of your efforts



# Accomplishment Statement Samples

- **Created** a 20-page new hire training manual, company implemented the manual across 35 franchise stores nationally.
- **Reorganized** physical storage of supplies, which reduced time spent on inventory by 20%.
- **Spearheaded** the integration of custom JavaScript data validation routines, reducing system failures by half.
- **Organized** company AGM, which included booking travel and accommodation, catering and coordinating itineraries for more than 50 attendees. Event was flawless and highly praised.
- **Trained** 8 cashiers on POS and optical scanner operation one-on-one during their first day of work to help increase productivity and performance.

Arrange bullet points according to importance, relevance or complexity



# Review of Resume Samples



## YOUR NAME

Address • Winnipeg, MB PST CDE • (204) 222-3333 • name@cs.umanitoba.ca  
http://www.linkedin.com/in/name

### EDUCATION

Bachelor of Computer Science Honours (Co-op Option) 2022 - Present  
Minor in Management  
University of Manitoba, Winnipeg, MB.  
Expected date of graduation: December 2016, GPA: 3.96/4.50  
High School Diploma (Honours), High School Name 2019 - 2021

### SPECIAL AWARDS AND ACHIEVEMENTS

- Dean's Honour Roll, University of Manitoba 2020
- University 1 Honour Roll, University of Manitoba 2019
- Leadership Award for most cooperative and helpful student of the year in High School, (won for three consecutive years) 2019/2020/2021

### TECHNICAL SKILLS

#### Programming

Practical experience: Java, Objected Oriented Programming  
Course knowledge: C/C++, Ruby, HTML, Assembly Language such as MIPS  
Familiar with: ASP.NET MVC Design Pattern, Web Services

#### Software:

Practical experience: Xcode, Dr. Java, Adobe Dreamweaver, Adobe Photoshop, Microsoft Office  
Familiar with: Adobe Encore, Eclipse, Adobe Fireworks, Visual Studio 2008/2010

#### Databases:

Work Experience in: SQL, Entity Framework

#### Operating Systems:

Practical experience: Windows XP, Mac OS  
Familiar with: Previous editions of Windows XP, Unix, Linux

### WORK EXPERIENCE

Part-Time Junior Programmer, Government of Manitoba (IEM) September 2023 - Current  

- Applying Web Services to support interaction over a network.

Violin Teacher, Whyte Ridge Music Centre, Winnipeg March 2020 - July 2022  

- Prepared and taught private violin lessons to students from ages 3 to adult.

Camp Counsellor, Clear Water Bay Summer Camp June - August 2018, 2019

- Held a leadership role, was responsible for 103 campers and 12 staff members.
- Taught campers different activities such as canoeing, archery, guitar, swimming, and others.
- Planned and prepared activities throughout the week.
- Prepared staff meetings to keep track of the activities and encouraged discipline at camp.
- Motivated staff to be energetic towards the campers and other staff members.

### VOLUNTEER EXPERIENCE

CS Games 2012 March 2023  
Acted as a greeter and invigilator for participants at this U of M sponsored event.

Info Days 2011 February 2022  
Volunteered to assist students in attending a variety of presentations and introducing them to the University of Manitoba.

### INTERESTS AND ACTIVITIES

Developing Websites: I designed and developed the website for my father's company. I taught myself how to work with Adobe Dreamweaver and Photoshop in order to complete the project.

Video Editing: Since I was young I have been really interested in editing and creating videos. I learned how to use editing software like Adobe Premiere Pro and Pinnacle Studio. I developed videos for special occasions such as my grandparents 50th Anniversary, and others.

Playing Musical Instruments: I have an incredible sense for music. Throughout the years I have learned how to play the violin, the guitar and currently I am learning how to play the piano.

Teaching: I discovered my ability and passion for teaching while helping others reach their goals. I have been recommended by many teachers to help students that are failing courses.



# YOUR NAME

Email: studentsample@myumanitoba.ca | Mobile: (204) 444 2222

**EDUCATION** **B.Sc. COMPUTER SCIENCE Major (Co-op)** Computer Science GPA: 4.0  
University of Manitoba, 2019 - 2022

**WEB DEVELOPER BOOTCAMP**  
Udemy, 2019 - 2020

**PROJECTS** **YELP CAMP** - [https://github.com/name/yelp\\_camp](https://github.com/name/yelp_camp)  
Personal, 2023

Crowd-sourced review website for campgrounds. Users can post their own campground recommendations and leave reviews for others. Created with Node.js, the Express.js framework, MongoDB and Mongoose.

**ROBO JUMP** - <https://github.com/name/robo-jump>

Computer Graphics, 2020 Fun 3D obstacle game that implements hierarchical animation, 3D collision and 1st and 3rd person views. Utilizes features like texture mapping, fog and anti-aliasing. Written with Java using OpenGL API and the JOGL wrapper.

**SIMPLE GA** - <https://github.com/name/Simple-GA>

Intro to Artificial Intelligence, 2019

Written to demonstrate how several genetic operations such as mutation and crossover can be simulated by algorithms. The program produces a goal string from an initial randomly generated population of strings. Written with Java.

**EXTRA** **MEMBER, .devClub**

**CURRICULAR** Member of the University of Manitoba's only student run developer club. Attend weekly meetings to share experiences, interesting articles and new tech. Members can then take time to showcase and work on projects.

**ATTENDEE, CUSEC 2020**

Attended this year's Canadian University Software Engineering Conference in Montreal, Quebec. Enjoyed interesting talks, engaging workshops, meeting fellow students and networking with many interesting companies from the U.S. and Canada.

**PARTICIPANT, Local Hack Day**

Attended Major League Hacking's Local Hack Day 2019. It is a student organized, daylong hackathon at the University of Manitoba. Built a skill testing browser game where the player must match a color swatch to its RGB decimal code.

## TECHNICAL SKILLS

## LANGUAGES & DATABASES

Experienced with: Java, Object Oriented Programming.

Course work: C, C++, SQL, Ruby, Prolog, Assembly.

Familiar with: HTML, CSS, JavaScript, MongoDB.

## TECHNOLOGIES

Familiar with: Git/Github, Svn, Android, Express.js, jQuery, Mongoose, Bootstrap, OpenGL.

## SOFTWARE

Experienced with: Eclipse, Sublime Text, Unix-like command lines, Slack.

Familiar with: Android studio, IntelliJ, Cloud 9, Postman, Unity, Adobe Photoshop.

## EXPERIENCE

**CUSTOMER SERVICE REPRESENTATIVE** - Key holder  
U-Haul, 2014 - 2016

Offered personable and satisfactory service to customers of many demographics. Responsibly managed inventory, cash and bank deposits. Entrusted with duties such as opening, closing and the training and supervision of new employees.

## FRONT OF HOUSE GRILLER

Mongo's Grill, 2013 - 2014

Collaborated as a team to provide efficient service in a high capacity venue. Created an entertaining and unique dining experience for guests. Took pride in a high standard of cleanliness, organization and technique.

## INTERESTS & HOBBIES

### PHOTOGRAPHY

Enjoys learning the art of photography and shooting with both film and digital cameras.

### DODGEBALL

Founding member of U of M's own 'Untouchaballs' intramurals dodgeball team.

### ICE HOCKEY

Big fan of the NHL and our Winnipeg Jets. Taught myself to skate when they returned and now about to begin first season of recreational league hockey.

### OUTDOORS & CAMPING

Loves spending time outdoors and at the family cabin. In August 2016, embarked on a journey by car to Tofino BC, camping in some of Canada's most beautiful national parks along the way.

### COMPUTER HARDWARE & GAMING

Has recommended and built computers for friends, family and personal use. Enjoys keeping up to date with the latest hardware and games. Favourites include Battlefield, Counter Strike, Overwatch, Rocket League and almost anything Bethesda.



## Your Name

Street Address, Winnipeg, Manitoba PST CDE  
cell: 222.222.2222 • email: name@myumanitoba.ca

### EDUCATION AND AWARDS

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University of Manitoba, Winnipeg, MB 2021 - Present  
*Bachelor of Computer Science, expected December 2016*  
Computer Science Honours Co-op  
Overall GPA: 4.27/4.5  
*Currently enrolled in: Software Engineering 1, Professional Practice in Computer Science and Operating Systems.*

**PRESIDENT'S SCHOLAR**, Presented to first year students who graduate high school with a 95% average or higher. Yearly renewal is possible by maintaining a GPA of 4.0 or higher

**CHAN HON KEE SCHOLARSHIP**, Awarded to one student with a minimum GPA of 3.5 who is enrolled full-time in their second year of Honours or Majors program in computer science

### TECHNICAL SKILLS

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- Thorough knowledge of Java, focusing on Object Oriented principles and practices
- Experience with C, C++, Ruby, Prolog, Assembly, C#, SQL
- Familiar with Javascript, HTML and CSS
- Practical usage of Eclipse, Xcode, Microsoft Visual Studio and TextMate
- Thorough knowledge of Windows XP, Vista, 7, 8 and Mac OSX, iOS
- Knowledge of Apple Pages, Adobe Photoshop and Final Cut Pro and Microsoft Office

### EXPERIENCE

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University of Manitoba, Computer Science, *Student Researcher (NSERC)* January - April 2022  
Designed and implemented a novel interaction technique called density-aware sliders which perform 15.5% faster than the current standard  
Submitted a publication to the Eurographics Conference on Visualization

St. Boniface General Hospital, *Student Researcher (FAST Scholarship)* April - August 2021

University of Manitoba, Food Science, *Student Lab Assistant* April - August 2020

Mongos Grill, *Lead Griller* February 2018 - March 2020

### EXTRACURRICULAR

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**UIST Student Innovation Contest – 1<sup>st</sup> place**  
Synaptics asked students to come up with innovative new ideas using the Jedeye, a novel piece of hardware that provides pressure and location information for up to five fingers. My team, of which I was the hardware lead, decided to build a remote controlled puppet. We travelled to Boston, Massachusetts to demo our idea at the User Interface Software Technology conference and won 1<sup>st</sup> place. [Video](#)



# YOUR NAME

Your address or LinkedIn/GitHub - (204) 123-4567  
youremail@myumanitoba.ca

## EDUCATION AND AWARDS

### BACHELOR OF COMPUTER SCIENCE HONOURS (CO-OP)

2014 - Present

UNIVERSITY OF MANITOBA

- Dean's Honour Roll, University of Manitoba
  - Winter 2015, Fall 2017, Winter 2018, Fall 2018
- Guert Centennial Entrance Scholarship, 2014

## PERSONAL PROJECTS

### MUSIC VISUALIZER

2019

Arduino project that flashes individually addressable LEDs to various frequencies of music. Created using a spectrum Arduino shield utilizing the FastLED animation library.

### LAYOUT MANAGER

2017

Productivity Chrome extension to allow users to snap their browser windows into default and custom configurations to aid in workflow. Created with JavaScript, jQuery, CSS, HTML and Chrome API's.

### FYI APP

2017

<Description of app and what it does/idea behind the creation of it>. Written with Swift utilizing Google's firebase for backend database storage.

## TECHNICAL SKILLS

### PROGRAMMING

Practical experience: Java, Swift, HTML, JavaScript, jQuery, CSS, C#, ASP.NET Razor, ASP.NET Web API, Gosu

Course level experience: C, C++, Ruby, SQL, Python

### SOFTWARE

Practical experience: Xcode, NetBeans, Wordpress, Postman, SSMS, Visual Studio, Git, Subversion, Guidewire

Familiar with: Eclipse, IBM Data Studio, Android Studio

### TECHNOLOGIES/Frameworks

Practical experience: Sass, Foundation, XUnit, Moq, DataTables, Node.js, Grunt, AutoMapper

## WORK EXPERIENCE

### SOFTWARE DEVELOPER (CO-OP WORK TERM II)

January 2019 - May 2019

RED RIVER MUTUAL

- Improved code quality of the Guidewire suite, enhancing the overall user experience and workflow.
- Created custom ad hoc SQL reports, which were used by the business to collect necessary financial information.
- Communicated effectively with local and remote team members in order to ensure quality of the release of the new farm line of business.

### SYSTEM DEVELOPER (CO-OP WORK TERM I)

May 2018 - August 2018

PAYWORKS

- Built a web API and front-end UI to allow administrative users to update employee permissions.
- Collaborated with team to come up with a database design for assigning shared calendar view permissions to employees using the application.
- Created postman integration tests and XUnit web API unit tests, which were added to the complete suite of tests to ensure quality of future releases.

### IT TECHNICIAN

February 2016 - May 2018

CARTE INTERNATIONAL

- Administer daily IT operational assistance from ensuring server health to providing troubleshooting services to 300+ employees.
- Implemented and deployed a fully working windows deployment services server with a custom company image to remotely deploy windows to new machines.
- Assisted in the configuration and installation of a new firewall.



# Your Technical Skills

A large yellow triangle is positioned in the bottom right corner of the slide, pointing towards the top right.

You should quantify your skills:

- Practical experience
- Course knowledge
- Familiar with
- Proficient??



# Work Experience Example

## Gymnastics Coach

September 2022 - July 2024

### Panthers Gymnastics Club

- Created and carried out lesson plans in order to further develop 20 gymnasts ages 10 – 12 and prepare them for competition.
- Succeeded in sending half of the gymnasts to one or more of the provincial competitions.
- Expanded organizational, leadership and communication skills.



# Work Experience Example

Founder and Head Programmer

March 2019 – Present

KCcoding

*Company was founded when asked to construct a small website for a Winnipeg photographer. Have since grown to provide a variety of technical solutions for small to mid-size businesses.*

- Collaborating closely with clients to build systems based on their needs.
- Assisting clients in solving their technological problems.
- Management of company finances.
- Continuous business development to build and maintain a strong network of clients.
- Hiring of contractors for programming and design on large projects.



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- Personal Projects
  - Academic Projects
  - Extracurricular Activities

If you possess any of these, they  
**MUST** be included on your resume!  
Employers really like to see your  
commitment to Computer Science  
outside of the classroom.

# Obsessively review your document!

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- No typing, spelling, spacing or grammatical errors
- Watch page breaks
- Review a hard copy, you'll always catch more of the mistakes
- Have somebody else review it for you  
(in addition to Co-op Office)



# Using AI

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- ✓ Use AI as a guide / prompt / assistant.
- ✓ Helps with grammar, spelling, and sentence structure.
- X Not personalized; does not reflect you as a person.
- X Could sound generic and may be flagged by Application Tracking Systems.

# Using AI

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Do not completely rely on it. Review and rewrite ensuring your communication style, vocabulary, and personality are reflected in your marketing tools to help you stand out.

*If you are invited for an interview, do you sound like your cover letter / resume?*

# References

If possible, two work related references and one personal or character reference (not a relative).

If you do not have any work or volunteer experience you will have to use two of the following:

- Professional or business member of the community (can be a family friend)
- Former high school teachers, principals, coaches, or professors
- Friend of the family or a neighbour



## References *cont.*

- Ideally all of your references should have known you personally for at least 2 years.
- You must ask their permission to use them as a reference.
- Have an idea of what they might say – *ask them*.
- Provide them with a copy of your resume and let them know what you are applying for so that they are more equipped to do a good job for you.





**Employment Reference:**

Mr. Jim Bailey

Manager of Information Systems

T. M. Technology International

P: (204) 555-7854

E: [jbailey@tmtechnology.com](mailto:jbailey@tmtechnology.com)

**Volunteer Work Reference:**

Ms Pat McDonald

Volunteer Coordinator

Mercy General Hospital -Kirkfield, Alberta

P: (403) 555-3944

E: [pat\\_mcdonald@mercygh.ca](mailto:pat_mcdonald@mercygh.ca)

**Personal Reference:**

Ms Kim Wong

Accountant

Pratt and Wong Accounting

P: (204) 555-8723 (residence – call after 5:30 p.m.)



# CS CO-OP COVER LETTER WORKSHOP

## WRITING A STANDOUT COVER LETTER



# A Cover Letter answers...

**What** skills and experience do you possess that match the employer's needs?

**Why** do you want to work for that employer?

**How** will you add value to the employer based on your research of the company?

**Who** you are as a person and what they could expect from you as a team member



# A COVER LETTER SHOULD SHOWCASE YOUR PASSION AND PERSONALITY!

As well as....

How well you communicate, in written form

Your level of interest in the position – have you done your  
research?

How detail oriented you are (typos and grammar)

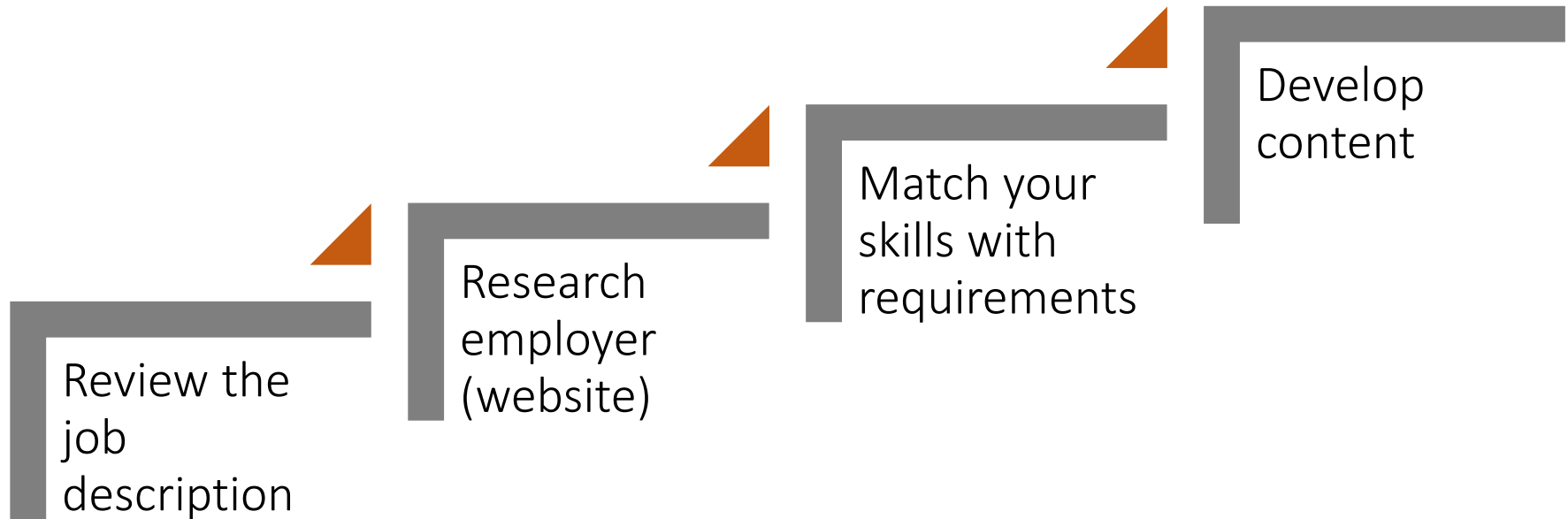


# Why it's important

- ✓ **First impression** - it is often the first thing the employer will look at when screening applicants.
- ✓ A well researched cover letter demonstrates your knowledge about the employer in ways which are impossible to show in a resume.
- ✓ 45% of recruiters would reject a resume if it was not accompanied by a cover letter.



# Writing Steps



# Rules and format

Business style, block letter  
- formal and professional

Single **spaced** and fitting  
on **one page**

Easy to read: use  
appropriate font & size

Use same style/format as  
resume

Paragraphs should be maximum 5-7  
sentences – no short stories!

Free of typos – triple check for errors!

Sign your letter using an  
e-signature, not cursive fonts



# Cover Letter Format

Your Header – (consistent with resume and reference page)

Date

Company Name

Company Address (not required)

RE: Position Title & Reference Number (if provided – don't quote job numbers from UMConnect)

Dear (use name indicated on the job poster if there is one; otherwise , eliminate the salutation – NEVER use “To whom it may concern” or “Dear Sir or Madam”)





# LISA WISE

66 Chancellor's Circle • Winnipeg, Manitoba R3T 2N2

204-474-8695 • [lwise@cs.umanitoba.ca](mailto:lwise@cs.umanitoba.ca) • <http://www.linkedin.com/in/name>

September 20, 2024

Conquest Planning

RE: Co-op Software Developer



**University  
of Manitoba**

Science Co-op

# First Paragraph = Research

Indicate the position for which you are applying and why you are interested in that particular employer or position (or both)

**X DO NOT** use the introduction sentences you see on sample cover letters - be original!

✓ **DO** showcase what you know about that employer and state why you are interested in what they do – personalize this paragraph so it doesn't sound like a generic opener.

✓ **DO** mention if you have seen something in the news or there is something on their website that caught your attention

✓ **DO** mention if you have contacted the student that is there currently, or in the recent past.



It is my pleasure to apply for the position of Software Developer / Analyst with Ceridian. Through both academia and personal experience I have become familiar with many of the technologies employed by your diverse team of professionals. I am keenly interested in working for Ceridian as your Company has been described to me as one of the best places to work in Canada, fostering an amazing breadth of professional growth and cultural diversity. I also had the opportunity to meet Dana Sandu and Bryan Turchyn at the Speed Meet and Greet held at the University of Manitoba recently, and both did a wonderful job of representing the company – they appeared to be very engaged and passionate about the work they do.

Position

Company  
knowledge

Meet and  
Greet  
experience



University  
of Manitoba

Science Co-op

## Second Paragraph = Hard Skills (Technical)

- Demonstrate fit by matching your technical skills with those indicated on the job poster. Back up your claims with where you have obtained or used those particular skills.
- Do not begin every sentence with “I”.
- Do not bring attention to any of the skills they advertise for that you do not have – focus on the positives.

**DO NOT OVERSTATE YOUR QUALIFICATIONS**



When programming, I work hard to ensure that every piece of code I write academically, or otherwise, **is documented in detail and produced with readability and maintainability** in mind. The vast majority of my programming experiences have been **writing code in Java, Perl, C, and some C++** for a variety of applications ranging from assignment solutions and small utilities, to tools to verify and correct **MySQL** database integrity and automate update procedures. Primarily in an academic setting, I have successfully exercised **Object Oriented methodologies**, as is reflected in my **A+ grade** in that course.

Relevant  
Technical  
Knowledge



## Third Paragraph = Soft Skills (Personal/Behavioural)

- Refer to some of your soft skills – in particular those requested in the job poster, where possible. Again, back them up with reference to where you have developed or used those skills.



My work experience has provided me with both **self-directed and team-oriented** transferable skill sets, as well as experience in various **leadership** roles. At ABC Corporation it was required that I **prioritize in a fast-paced environment** and **communicate effectively with several co-workers in a collaborative effort** to maximize productivity. I made excellent use of my time, in order to help out wherever possible, **at times taking on several roles at once** in order to further my learning and be an asset to the team. **The eight months I spent acting as Tech Support in the University College Residence improved my interpersonal skills as I made routine visits to students, providing network troubleshooting services to over 250 residents.**

Relevant Soft Skills

Back up with examples



## Fourth Paragraph = Closing

- **Confidently** state why you are a good fit for what they are looking for.
- Restate your level of interest in the opportunity.
- Mention that you look forward to meeting with them to further discuss your suitability for the job.
- Express gratitude for their time and consideration.
- Do NOT tell them what they can do for you.





I believe that my interest in software development and analysis, combined with my ability to work well in a team setting, makes me an ideal candidate for this position. I am sure that my diverse skill-set and ability to adapt to new environments and situations will be an asset to your team. I look forward to the opportunity to meet with you, in order to share my enthusiasm and suitability for this role. Thank you very much for your time and consideration.

Reiterate  
interest

Why you  
think you are  
a fit

State desire  
to meet

Express  
gratitude



**University  
of Manitoba**

Science Co-op

## Closing Salutation

Kind regards or Sincerely,

*Your electronic signature inserted*

Your name (typed)



**University  
of Manitoba**

Science Co-op

# REVIEW OF COVER LETTER SAMPLES



**University  
of Manitoba**

Science Co-op

***YOUR NAME***

Address • Winnipeg, MB PST CDE • (204) 222-3333 • name@cs.umanitoba.ca  
<http://www.linkedin.com/in/name>

September 18, 2014

Ceridian

Re: Software Developer / Analyst

It is my pleasure to apply for the position of Software Developer / Analyst with Ceridian. Through both academia and personal experience I have become familiar with many of the technologies employed by your diverse team of professionals. I am keenly interested in working for Ceridian as your Company has been described to me as one of the best places to work in Canada, fostering an amazing breadth of professional growth and cultural diversity. I also had the opportunity to meet Dana Sandu and Bryan Turchyn at the Speed Meet and Greet held at the University of Manitoba recently, and both did a wonderful job of representing the company – they both appeared to be very engaged and passionate about the work they do.

I work very well writing programs with precisely laid out documentation and specifications. I have been most adamant in working to ensure that every piece of code I write academically or otherwise is documented in detail and produced with re-use, readability and maintainability in mind. The vast majority of my programming experiences have been writing code in Java, Perl, C, and some C++ for a variety of applications ranging from assignment solutions and small utilities, to tools to verify and correct MySQL database integrity and automate update procedures. Primarily in an academic setting, I have successfully exercised Object Oriented methodologies, as is reflected in my A+ grade in that course.

My work experience has provided me with both self-directed and team-oriented transferable skill sets as well as experience in various leadership roles. At ABC Corporation it was required that I prioritize in a fast paced environment and communicate effectively with several co-workers in a collaborative effort to maximize productivity. I made excellent use of spare time in order to help out wherever possible, at times taking on several roles at once in order to stretch myself and be an asset to the team. The eight months I spent acting as Tech Support in the University College Residence improved my interpersonal skills as I made routine visits to students, providing network troubleshooting services to over 250 residents.

The academic excellence I have achieved over the years is a product of both precise time management and organizational skills and an unrivalled passion to grow and learn as much as I possibly can. It is my hope that I am given the opportunity to apply my skills and knowledge as I share my enthusiastic approach to software development with your company in the future. Thank you for your time and consideration.

Kind Regards,

*{Insert electronic signature}*

Student Name



**University  
of Manitoba**

Science Co-op

XXXXXXXXXXXX

+1-444-444-4444 • xxxxxxxx@myumanitoba.com

May 10, 2022

D2L

RE: Software Developer

I'm getting in touch with you to express my interest in the Software Developer Coop position with D2L. Last fall I talked to XXXXXXXX, Software Developer at D2L. His enthusiasm for his work inspired me to apply for this opportunity. D2L is a company focused on creating a learning experience and constantly improving its products. As a developer, I realize how many areas this covers because learning continues even after university. That is why I want to be a part of this project. Moreover, D2L promotes itself as a cloud-first company and cloud technologies have always interested me. Particularly, during the last few years I created a few personal projects using AWS and IBM Cloud. Also, I acquired Cloud certificates which represent my knowledge about various use cases of Cloud. Acquired skills allowed me to take part in the migration of my current employer's (XXXXXXX) on-premise infrastructure to microservices in AWS.

I already had two full-time internships as a Software Engineer at a company providing AI translation services. During that period, I solidified my expertise in full-stack development. For the back-end, my primary tools are Python and Go languages. Database work is also a significant part of my day-to-day duties, and MongoDB is what we use for most of our applications. But my experience doesn't only come from solving tasks on the job. At the university I learned more about data structures by solving hundreds of problems using Java, C, C++, and Python. In addition, time spent working on personal projects provided me with experience to build products from the ground up.

My work experience helped me enhance my leadership skills while I was mentoring other team members. The technical team I was working with had tripled during my stay there. Hence, areas of mentoring other team members varied greatly. Mentoring others included answering programming, data curation related questions and helping newly hired specialists with work environment setup. Having a few great mentors, then mentees and being part of the constantly improving organization prepared me for success in a modern agile team. Further, working independently and taking ownership of tasks helped me build confidence in my problem-solving abilities.

Finally, the broad range of technical skills and academic excellence gives me assurance that I could be a strong fit for your position. My strong record and ability to apply all previously mentioned skills on the job would be beneficial to the D2L development team.

Thank you for taking the time to read this letter, and I hope to hear from you soon!

Best,

XXXXXXXXXXXX



University  
of Manitoba

Science Co-op

## STUDENT NAME

(123) 456 7890 | UMnetID@myumanitoba.ca | linkedin/profile | github/profile

September 9, 2022

Desire2Learn

Re: Software Developer Co-op

As a passionate Software Developer and long-time admirer of Desire2Learn, I was excited to see an opening for a Software Developer role. Considering my significant programming experience, technical expertise, and the recent internship I completed in software development, I am confident I have the key skills to be an asset to D2L. In just a 4-month co-op work term, I have implemented an entire web application from scratch including both front-end and back-end, making me a prime candidate for this position with my exceptional quick learning abilities. On top of that, I have always been quite interested in finding out about the implementation of UM Learn by D2L, which I use almost every day to do all my coursework at the University of Manitoba.

During my previous role at Manitoba Centre for Health Policy, I was in charge of recreating a web application using the latest technologies. I have become familiar with the Django(python) framework, MySQL database, and many front-end development tools such as HTML, CSS, JavaScript, and jQuery. My responsibilities involved writing documentation, developing a full-stack web application using Django, and creating databases. I have mostly worked independently at MCHP, so I was required to make many decisions by myself, which improved my decision-making skills. But I believe I am also effective when I collaborate with others. The chance to work independently in this role motivated me to obtain new experience by working for a larger team-oriented organisation like D2L.

In academia, my primary programming languages have been Java, C, and C++. My Java experience has largely been with designing and implementing real-life simulation projects. Additionally, I am currently learning 2D/3D object modelling and animation in my graphics course, which is something I wanted to learn since childhood. I have also been working as a teaching assistant for the Computer Science Department at the University of Manitoba, where I teach data structures and algorithm analysis courses as well as programming courses. In addition to instructing students with course material, I also urge them to succeed in specific abilities to advance in the computer science profession since I understand how important it is to develop valuable skills early in a career.

Moreover, I have obtained expertise in the retail industry by working at Real Canadian Superstore as a natural foods clerk. I have consistently provided excellent customer service, which has helped me build great communication skills. This experience has also allowed me to develop conflict resolution skills in dealing with customers and colleagues. Moreover, Superstore is committed to the idea of diversity and inclusion. So, working with people of many ethnicities and nationalities has shaped my thinking such that I treat everyone with respect.

The academic excellence I have achieved over the years is a product of both precise time management and organisational skills. It is my hope that I am given the opportunity to apply my skills and knowledge as I share my enthusiastic approach to software development with your company.

Thank you for your time and consideration.

Kind Regards,

Student Name



University  
of Manitoba

Science Co-op



# Bobby Computer

☎ (000) 000-0000 | ✉ email@myumanitoba.ca | 🌐 website.com | 🔗 linkedin | 🏠 github

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May 10, 2023

FeedFlo

Re: Full Stack Developer

As an aspiring developer who has worked in agriculture research for three summers, I was incredibly excited to see a co-op opportunity that so closely resonated with my interests. Given my background, I understand just how valuable FeedFlo's technology is from a consumer's point of view. Even more so, I was excited to read about FeedFlo's plans for 2023 and its focus on UI/UX. Although my talents cover a full stack, I had plenty of experience in my last position with UI design, front-end development, and product roadmapping, and I would love for those passions to help your company realize its vision. My focus as a developer is to create refined and innovative technologies, that make life easier for the average person. I am extremely passionate about these values, and throughout every project I work on, I always have the goal in mind of creating an impressive final product.

At my current position at company, I've had the opportunity to work extensively with the full product development lifecycle, including UI/UX wireframing in Figma, sprint planning in Jira, and cloud-deployed software development using React and AWS. I began there as a co-op and adapted quickly to the technical skills required, pioneering 5+ major projects - one of which allowed me to stay for an extended term as a developer to fully realize its potential. My project portfolio outside of work is also extensive and diverse - most recently, I built a Discord NBA bot called Basketbot to further my understanding of CI/CD development, as well as a modern portfolio website to further my understanding of React. I also completed two other projects in a team - a mobile app for wardrobe management called Virtual Closet, and a video game databasing tool called LeagueDB. Both of these projects gave me plenty of experience with industry practices like the agile method, source control, architecture planning, and test-driven development. I'm always eager to learn and work with new technologies, and I thrive in fast-paced environments that allow me to contribute hands-on in a high capacity, such as your own.

Aside from my technical expertise, I'm also incredibly confident in my abilities as a coworker. Having worked in a variety of teams of different sizes and cultures, I've become extremely adaptable and understand how to play a role that benefits everybody - especially in smaller teams where there is plenty of crossover. I have experience rooted in startup culture - which has allowed me to learn how to multitask efficiently, work independently, and support a team so that everyone succeeds equally. I've also had vast leadership experience - which has made me great at communicating and presenting professionally, being held accountable for my decisions, and inspiring those around me by being trusting, optimistic and collaborative.

I am incredibly proud of my journey so far, and I truly believe that not only would I be an asset to FeedFlo, but that it is the perfect next step for me to continue to grow my skillset. Given my strong work ethic, my technical expertise across the board, and my genuine passion for UI/UX, I would love to be considered for this position and have the chance to make meaningful contributions to your company. Thank you for taking the time to read this letter, and I hope to hear from you soon!

Sincerely,  
Bobby Computer

*Bobby Computer*



University  
of Manitoba

Science Co-op

# Cover Letters: Review & Pointers

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- Always include company names (addresses not necessary)
- Never use “Dear Sir / Madam” or “To whom it may concern”
- Change focus to match that of the job poster
- If you are applying for several different positions within the same company, you don’t need to completely change your cover letter for each one. However, be sure you don’t misquote anything – pay close attention to detail
- Do not start more than one or two sentences per paragraph with “I”



# Cover Letters: Review & Pointers

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- Do not point out what skills/experience you don't have
- Bring your cover letter to life – **be authentic!**
- Use this opportunity to speak more personally to the employer
- Showcase personality, passion and character
- What do you want to be known for? What is your brand?
- Know your audience – should you be formal and conservative? More casual and outgoing? Is humour appropriate?

## Resume & Cover Letter Critiquing

Sign-up will be available this afternoon; link will be emailed to you.

Appointments begin on September 3rd and are first come, first served.

Don't delay!