

Breanna Young
19 Wood Street
Truro, NS B2N 4T1

2023-03-02

Corporate Services and Finance Branch
Environment and Climate Change Canada

Dear Hiring Manager,

My name is Breanna Young, I am in my final year of study in NSCC Truro's Business Administration/Accounting program. I have recently started the search for a co-operative work placement, and would love to continue my education and begin my career by working with you. I believe that my accounting and technical skills would make me an ideal candidate for your team.

Over my time studying Business Administration/Accounting at NSCC Truro, my courses have provided me with plenty of useful and relevant knowledge, such as proficiency with Microsoft Office Suite, proficiency in Sage 50 Accrual Accounting & Sage 300 Batch Accounting, knowledge in efficient business communication, and knowledge in marketing. Outside of a school setting, I am proficient in multiple Linux distributions, Fedora, and Ubuntu, as well as Windows 7, Windows 10, and Windows 11. I am a quick learner and strongly organized individual who excels at tasks related to computing, accounting, and mathematics, who is able to multi-task and consistently meet deadlines.

The opportunity to improve and specialize my skills would be ideal for a co-operative work term, and hopefully continued employment following my graduation from NSCC Truro's Business Administration/Accounting program.

Attached to this email is my resume. I would love to get in touch with you further and discuss the possibility of a co-operative work term, feel free to reach out over email or via telephone (902) 814-7009 at any time.

Thank you for your time.

Sincerely,

Breanna Young