January 5, 2018

XXX Company

XXX

XXX

Dear XXX Company Representative,

Please accept the enclosed resume as application for a student plant position at Voortman Cookies Limited lasting four-months beginning May 2018. A Voortman employee working at the factory outlet retail store in Burlington informed me on the employment opportunities for engineering students seeking work experience. What I value most about employment at Voortman Cookies Limited is the opportunity to advance my knowledge in the food industry by applying my understanding of the processes I have learned in Chemical Engineering courses. I value the company’s commitment to high quality cookies for their customers and would appreciate the opportunity to learn and contribute to the quality control of these products.

Currently, I am in my final year at the University of Toronto specializing in Chemical Engineering. My recent course entitled Chemical Engineering Principles has developed my understanding of processes in which we consider both the reactant and product. This course taught the importance of attention to detail and the various scenarios that effect a processes yield. Through detailed analysis of complex engineering problems, I have learned to recognize processes and as a result have improved comprehension when learning new methods or procedures.

I am confident that my abilities in Chemical Engineering as well as my hard-working nature will allow myself to be a valuable asset for your team. If you find myself to fit a role at XXXX Limited please contact me at (416)571-3883 or lilly.yu@mail.utoronto.com to arrange an interview at your earliest convenience. I look forward to hearing back from you. Thank you for your time and consideration.

Best regards,

Lilly Yu

**Highlights of Qualifications**

* Enrolled in the University of Toronto's **Chemical Engineering** program (level 4, GPA 4.00/4.00)
* Experienced in **problem solving and analytical skills** as demonstrated by proficiency in the Chemical Engineering curriculum
* Proficient in **planning, prioritizing and organizational skills** shown through strong commitment to school, involvement in Junior Achievement and University of Toronto Engineering Competitions
* Strong **leadership skills** and **ability to work on a team**, demonstrated through supervising and mentoring while acting as a business advisor in Junior Achievement and Sponsorship Director of the University of Toronto Engineering Competitions, in addition to being part of a team successfully completing the 4th year design project

**Education**

Bachelor of Applied Science

Chemical Engineering

**University of Toronto, St. George Campus, Toronto, Ontario, Canada**

* Awarded **R.W. Missen Memorial Prize in Thermodynamics** (2016for high school academic performance (GPA 93%)
* Charles Edwin Trim Scholarship (2015)

**Relevant Projects and Coursework**

4th Year Design Project: Hydrogenation of Benzene Plant Design

* Developed knowhow to **design** an isothermal fixed bed catalytic reactor
* Applied **process engineering skills** to size separation equipment and heat exchangers
* Developed **written communication skills** upon completion of 50 page report which included PFD's, P&ID's and HAZOP analysis
* Enhanced **verbal communication** **skills** when presenting the report to professors, industry professionals and classmates
* Achieved a grade of 96/100 upon submission of the project

**Work Experience**

Landscaper May 2016 – June 2017

TransCanada Pipeline

**Address, Calgary, Alberta**

* Implemented applicable standards and procedures to the management of external corrosion threat on natural gas pipelines
* Composed over 95 engineering documents for budget approval documenting the analysis of inspection data to the justification of remediation method
* Coordinated with a multidisciplinary team of 27 engineers to manage a yearly budget of $100M
* Presented monthly safety talks to the team
* Demonstrated strong **discipline** and **ability to work under pressure** when providing maintenance services

**Extracurricular Activities**

Junior Achievement Company Program September 2016 - April 2016

* Acted as a **business advisor, role model** and **supervisor** to a group of 20 high school students
* Developed **strong leadership and organizational skills** through the coordination of the student's projects
* Assisted students in developing an understanding of **entrepreneurship** through an 18 week **business venture program**

University of Toronto Engineering Competitions (UTEK) May 2015 – April 2016

* Demonstrated **planning and execution skills** in a two day event hosting 7 competition categories with over 600 students and professionals
* **Strong work ethic and perseverance** in successfully raising over $7500 in monetary funding, surpassing previous years by 50%
* **Developed and maintained sponsorship relationships** with industry leaders

**Skills**

**Software**

* Experience in **ANSYS CFX** and **FLUENT** through modelling of a hydro turbine and rocket nozzle for 4th year design project
* Trained in **AutoCAD** through completion of CADD training at George Brown College
* Experience in using **AspenPlus and AspenPlus Dynamics** through utilization in 4th year design course
* Proficient in **Excel VBA, MATLAB** and **SIMULINK**

**Communication**

* Intermediate proficiency in French and Mandarin languages