

COVER LETTER WRITING

Sample Cover Letter: 2nd-Year Student

Natalia Vivas

3939 Straight Line Crescent
Toronto, ON M5B 3C9

(416) 481-2922
nataliavivas@yorkmail.ca

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Professor Sylvia Chin
Department of Chemistry
Chemistry Building, 123, York University
4700 Keele Street
Toronto, ON M3J 1P3

Re: Position of Office Assistant (Work/Study)

Dear Prof. Chin,

It was a pleasure meeting you during your office hours on Tuesday. I want to thank you in particular for your words of encouragement regarding the upcoming academic year, and for informing me about the available Work/Study position for an Office Assistant in the Department of Chemistry.

As I mentioned, I will be entering my second year in Chemistry at York University this September, and I am eager to become more involved through co-curricular activities and on-campus employment. In high school, I was very active in student government and several student clubs. One of the roles I had was that of Secretary/Treasurer for the Student Council. In this capacity, I was responsible for keeping accurate records of all of our financial transactions and managing the annual budget of \$25,000. To streamline my work, I took the initiative to create a comprehensive Excel spreadsheet to effectively organize and calculate our accounts. At the end of the year, I received the Principal's Award for Outstanding Effort for meticulously accounting for all funds and locating \$800 that had gone missing the year before I joined the Student Council.

In addition to my attention to detail and diligent work ethic, another key strength of mine is my ability to prioritize multiple, simultaneous responsibilities and meet tight deadlines. At first, I found juggling a demanding full-course load while continuing to volunteer at my local community centre to be challenging, but after seeking out support from the university's Learning Skills Services, I learned to manage my time and tasks effectively so that I could fulfil my volunteer commitments and achieve an overall GPA of 7.5 in my first year of studies.

I look forward to becoming more engaged at York, and more specifically, within the Department of Chemistry, and welcome the opportunity to meet with you to discuss the role of Office Assistant in more detail.

Best regards,

Natalia Vivas