

*Your Name*

email@msvu.ca | 902-XXX-XXXX  
123 Your Address, City, NS B0A 0A0

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Ratomir Bahram  
XYZ Department  
ABC Organization  
Halifax, NS

RE: Project Coordinator position, ID #3498

February 1, 2027

Dear Hiring Manager,

As a Bachelor of Arts in Political Studies student at Mount Saint Vincent University, I am excited to apply to the Project Coordinator position. I enjoy researching, analyzing and writing, and my experience in customer service at Local Pizza Shop has taught me how to build relationships and manage timelines.

In a recent group assignment at the university, we were tasked with analyzing and predicting the impact of a new government announcement to increase funding for long term care facilities. I worked with my group members to delegate tasks, establish timelines, and develop a PowerPoint presentation and written report. My research contribution to the group was to find patterns among similar government announcements and outcomes from the past. I found some strong correlations by reviewing multiple government news releases which became an essential part of our class PowerPoint presentation and written report. We received high marks overall for our assignment.

Last December at the Local Pizza Shop, where I work as a customer service agent and cook, we launched a special holiday campaign. This meant letting customers know about deals they could receive while taking orders and working quickly to get pizzas in the oven and meet order timelines. Customers appreciated knowing about the convenience of the deals – I often noted they could add a large garlic finger to their order for five dollars – and they usually followed through by ordering the extra item. My colleagues and I were able to meet the demand.

In closing, thank you in advance for reviewing my application. I look forward to meeting with you to hear more about the position and to further explain how I can help. I can be reached at email@msvu.ca or 902-XXX-XXXX.

COVER LETTER EXAMPLE – MSVU CAREER SERVICES

*Your Name*

email@msvu.ca | 902-XXX-XXXX  
123 Your Address, City, NS B0A 0A0

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Sincerely,

*Your Name*