

Your Name

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123 Your Address, City, NS B0A 0A0

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 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 holiday campaign. This meant letting customers know about deals they could receive, while working quickly to get pizzas in the oven and meet order timelines. Customers appreciated knowing about the convenience of the deals – I let them know they could add a medium garlic finger to their order for five dollars – and they often followed through. And, 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 show how I can help.

Sincerely,

Your Name