Cover Letter – Sample Job Descriptions

Choose only one of the following job descriptions. Write a sample cover letter on a separate sheet of paper and attach to your application. Please note that cover letter samples submitted in this section are for Co-op application purposes only and will not be forwarded to employers.

You may also choose a job description you have found on your own.

1. Accounting Co-op

Company Name: Paulson & Co., CPA
Contact Name: Mr. Bob Paulson
Position Title: Junior Accountant

Company Profile: We are a small busy Chartered Public Accounting firm providing accounting services to individual clients and small businesses. The ideal candidate will have the ability to work under pressure in a fast paced environment. Occasional evening and weekend shifts may be required to meet tax deadlines. Successful candidates will be able to experience working in a Public Practice accounting firm and become proficient with Caseware, Simply Accounting, Quickbooks, and Cantax.

Description of Job:
- Preparation of working paper files, personal tax returns, and T2 returns
- Bookkeeping & preparing financial statements.
- Contact clients and Canada Revenue Agency for information and follow-up

Skills Required:
- Previous accounting experience is an asset
- Interest in obtaining an accounting designation
- Strong customer service and communication skills
- Self-motivated and ability to work under minimal supervision with tight deadlines
- Strong Microsoft Office skills and ability to learn quickly
- Must have completed or be taking BUS 251 & BUS 254
2. Trade Assistant Co-op

Company Name: North American Trade Research Ltd.
Contact Name: Mr. John Smith, Trade Specialist

Company Profile: North American Trade Research’s mission is to assist small and medium sized American companies export their products to British Columbia and the Yukon. Our services include attaining agents, distributors, or joint venture partners and gathering market intelligence for our clients.

Description of Job: We require an assistant to conduct trade research, analyze business summaries and write reports concerning local industry prospects with respect to opportunities for American businesses. A major portion of the research involves verbal communication and interaction with companies in the Lower Mainland. The experience in a premier international business environment should be considered of foremost importance and benefit to the student.

We are currently seeking students who possess and can demonstrate a high level of communication skills (both verbal and written), market research skills and "self-starter" characteristics.

Skills Required:
- Excellent communication skills, both written and spoken
- Strong market research skills
- Demonstrated superior initiative, maturity and creativity
- Is extremely professional, in both manner and appearance
- Previous international and/or marketing experience an asset, but not required
3. Marketing Assistant

Company Name: West Systems
Contact Name: Mr. Dave Debeath

Company Profile: Founded in 1976, West is in the business of supplying computer technology products and information technology (IT) services to commercial organizations and government agencies throughout North America. West is focused on three separate areas: System integration services, hardware and software sales, and network solutions. Group West has experienced rapid growth over this period, now employing over 140 staff at offices in Burnaby, Victoria, Winnipeg, Seattle, Boston and Auburn.

Description of Job: The central focus of the job will be skill diversity, giving students exposure to a number of tasks of varying difficulty. The position will entail the following:

- Creating bi-weekly marketing updates for other West departments
- Development of a quarterly newsletter for West clients
- Assisting with co-ordination of educational seminars and product announcements for employees and clients
- Updating the company website and managing company’s social media channels
- Developing promotional materials
- Updating and maintaining the client/prospect database
- Other assignments as necessary including but not limited to, internal and external correspondence, press releases, daily administration and other ad hoc projects, etc.

Skills Required:

- Excellent interpersonal skills with the ability to work in an aggressive sales environment
- Outstanding communication skills - both written and verbal
- Good resourcefulness and creativity
- Must be a self-starter
- A good attitude, willingness to work hard and the initiative and desire to experience all areas of marketing
- Proficiency with Microsoft Office software
- Proficiency with Adobe Photoshop, Illustrator, and social media tools is an asset
4. HR Assistant
Company Name: JENEX Construction
Contact Name: Ms. Allison Guld

Company Profile: JENEX Construction is one of B.C.’s leading general construction companies. Our projects have included construction of civil projects, residential development, commercial buildings, and building restoration.

Description of Job: Reporting to the HR Manager, you will assist the recruitment team with responsibilities encompassing the areas of general office administration and basic recruiting.

As an administrator you are required to answer the telephone and field inquiries from candidates and clients, process and respond to daily e-mail, schedule interviews and meetings, and manage new hire documents.

Basic recruiting duties are comprised of tracking and reviewing resumes, interacting with candidates, coordinating job postings on multiple websites, and tracking job openings.

Additional responsibilities may include checking references, writing job descriptions, and participating in interviews.

Skills Required:
- Prior experience using MS Word, MS Excel, and MS Outlook or other E-mail applications
- Strong organizational and multi-tasking skills
- Ability to work in a fast paced environment
- It is very important that you are customer service oriented
- Knowledge of behavioural interview techniques, human resources management, and marketing is an asset.
5. Financial Coordinator

Company Name: ABC Bank
Contact Name: Ms. Liz Armstrong

Company Profile: We have banking branches in over 82 different countries, serving our customers wherever they may be. The Technology Services department plays a critical role in maintaining our customers' information and ensuring our services are always available to them.

POSITION SUMMARY:
As a member of the Technology Services team, this position is responsible for the administration and coordination of some of the key finance processes of technology projects. This position will also support the financial analysts during the budgeting/planning process.

Daily tasks include:
- Maintaining the signing authority matrix
- Providing Project Manager with financial updates
- Connect with team members in different locations to gather current information on project expenditures
- Ensuring the team intranet site and file sharing system contains current files

Additional/periodical tasks include:
- Conduct data analysis to forecast spending
- Assisting in the development of budget preparation or reporting information
- Supporting the maintenance and administration of a MS Access database
- Providing assistance with information and data gathering

ESSENTIAL SKILLS AND QUALIFICATIONS:
- Enrolled in Finance, Business, or Accounting program at the intermediate level with the Co-op option
- Advanced experience with MS Excel and Access
- Experience with SAP and Cognos reporting packages is an asset
- Excellent written and verbal communication, and listening skills
- Strong project management and process management skills
- Independent - able to run with a project without a lot of supervision
- Team player - supportive mind set, able to contribute to team goals
- Self-starter - energetic and shows initiative; serious about effort
- Committed - sees tasks through to completion
- Focused - able to concentrate and prioritize objectives appropriately
6. Business Analyst

Company Name: Canadian Foods Inc.
Contact Name: Ms. Debra Jensen

Company Profile: Canadian Foods Inc. is a grocery retailer with over 100 locations across Canada. We seek to attract, develop and retain quality employees who can help us achieve our corporate goals through innovation and teamwork. The Information Technology Department works with business opportunities where computer-related support can be of value. It develops systems to improve operations and increase profits; and it maintains efficient performance levels of existing systems and technologies.

Duties Involved: As a Co-op student your role will involve working on various project teams to organize and document information and assist in the execution of the project.

This may include tasks such as:
- Attending meetings in order to gain a better understanding of how the company operates, what its goals are, and what projects the Information Technology department is working on
- Documenting information on new projects and new procedures
- Setting up meetings and communicating information

Skills Required:

**Communication:** Good communication skills, both verbal and written are essential. Since we have offices in various locations and work in conjunction with them and other companies, you must be able to clearly and efficiently communicate information over the phone. Written skills are also very useful in order to put together documentation, meeting minutes and emails.

**Planning/Organization:** You must be able to organize and communicate information in order to plan and manage specific activities and assist project teams with coordinating meetings. You need to keep track of what the project goals are, what is being done, what needs to be done, and how this will be accomplished.

**Creativity:** We are constantly faced with interesting and challenging problems that don’t always require a technical solution, and some solutions have only limited technical constraints. In other words, you don’t need to be an expert in Information Technology to be able to contribute ideas.

**Initiative:** In a large corporation there are many things that need to be dealt with and attended to. We are always interested in students who like to go the extra mile and take the initiative with regards to their work and assignments. Due to busy schedules and occasional travel that some of our staff do, the Co-op is sometimes given assignments with limited attention and direction.

We try to ensure the Co-op has the best direction; however, there are many times when they need to be able to work independently to get their tasks complete.
7. Supply Chain Services Co-op [Operations Management]

Company Name: BC Energy Company
Contact Name: Ms. Alexa Saha

Company Profile: BC Energy is a provincial corporation with a mandate to generate, purchase, distribute and sell energy. We value our employees as they are our most important resource in planning and delivering power to meet B.C.’s energy needs.

JOB DESCRIPTION:

You will be a member of the Supply Chain Services, Warehouse Distribution Centre Department, which is responsible for:

- End-to-end Supply Chain Process experience in a supportive team environment with exposure to logistics delivery including transportation co-ordination, warehouse management inventory determination and performance and accuracy of standard product descriptions to support the organization.
- In addition, students may gain exposure to areas of Supply Chain Services including demand planning, procurement, sourcing, vendor management and inventory management, process development, data management, transportation, asset disposal, and accounts payable.

Your job duties may include:

- Support end-to-end Supply Chain Services focused on Logistics of the company (warehousing, inventory, transportation), in any capacity required
- Data processing assignments for the unit including maintaining, scrubbing, and extracting data on various computerized systems
- Report preparation, analysis and presentation
- Assist Logistics Evaluation Coordinator in identifying performance issues, working within teams to determine root causes, and working to resolve systemic issues through data cleansing, process redesign, process capture and client instruction
- Managing and or maintaining records / files
- Assist in development and implementation of business solutions requiring major enhancements to existing systems or processes
- Liaise with BC Energy Company’s clients and vendors with respect to Logistics related matters

Job Requirements:

- Discipline: Business and/or Purchasing Student
- The environment is fast paced and requires an individual with: competent organization and multi-tasking skills, sound analytical ability, ability to communicate at all levels and the ability to work effectively in a team as well as independently
- Proficiency in basic functioning of Microsoft Office software such as Word, Excel and Access is mandatory