

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., Chartered Accountants

Contact Name: Mr. Bob Paulson

Position Title: Junior Accountant

Company Profile: A busy, small C.A. office in New Westminster is fully computerized including CASEWEAR, CANTAX T2 and TAXPREP T1.

Description of Job:

- Preparation of working paper files and personal tax returns.
- Bookkeeping & preparing financial statements.

Skills Required:

- Accounting experience preferred
- Interest in obtaining an accounting designation
- Must have completed or be taking BUS 251 & BUS 254

2. Trade Assistant Co-op

Company Name: Consulate General, Commercial Services

Contact Name: Mr. John Smith, Trade Specialist

Company Profile: Commercial Service'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 them.

Description of Job: The U.S. Trade Office requires 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 to take on the exciting and challenging opportunities at the U.S. Department of Commerce, Commercial Service Vancouver.

Skills Required:

- Has excellent communication skills, both written and spoken
- Has strong market research skills
- Has shown superior initiative, maturity and creativity
- Is extremely professional, in both manner and appearance
- Previous international and/or marketing experience an asset, but not required
- Recommended courses (although not required): Business 343, Introduction to Marketing and/or Business 346, International Business.
- The position is a relatively high profile opportunity targeted at students seeking to develop advanced business skills.

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 outsourcing in the midrange marketplace. Over the past two years, West has been a leader in Y2K conversion products and services. 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: development of a weekly in-house newsletter for co-employees; development of a quarterly newsletter for West clients; assisting with co-ordination of educational seminars and product announcements for employees and clients; developing and distributing promotional materials; updating and maintaining the client/prospect database; complete 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

- IBM computer skills, Windows, Microsoft software, experience with Maximizer or PageMaker 6.5 will be considered an asset
- Availability of a car is mandatory
- A good attitude, willingness to work hard and the initiative and desire to experience all areas of marketing

4. Assistant Recruiter

Company Name: JENEX Technology Placement Inc.
Contact Name: Ms. Allison Guld

Company Profile: JENEX Technology Placement Inc. is a small, locally owned recruitment firm that specializes in the placement of computer professionals into the field of Information Technology.

Description of Job: You will assist with the daily operation of a high technology recruiting company. Your responsibilities encompass 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 assist with accounting and billing.

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: As the successful applicant, you have prior experience using MS Word, MS Excel, and MS Outlook or other E-mail applications. It is very important that you are customer-service oriented. Knowledge of behaviour description interviewing, human resources management, and marketing is an asset. An understanding of technology and computer-related terms is also beneficial.

5. Financial Coordinator

Company Name: Research in Motion (RIM)
Contact Name: Ms. Liz Armstrong

Company Profile: Research In Motion is a leading designer, manufacturer and marketer of innovative wireless solutions for the worldwide mobile communications market. RIM's portfolio of award-winning products, services and embedded technologies include the BlackBerry wireless platform, the BlackBerry smartphone product line, software development tools, radio-modems and software/hardware licensing agreements. For more information, visit www.rim.com.

POSITION SUMMARY:

As a member of the R&D Finance team, this position is responsible for the administration and coordination of some of the key finance processes and will also support the financial analysts during the budgeting/planning process.

Daily tasks include:

- Maintaining the signing authority matrix
- Verification and approval of internal orders, parts requests, & purchase requests
- Ensuring the team intranet site and file sharing system contains current files

Additional/periodical tasks include:

- Assisting in the development of budget preparation or reporting information
- Running Cognos reports and doing SAP queries
- 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
- 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: Canada Safeway

Contact Name: Ms. Debra Jensen

Company Profile: Safeway is one of the largest retailers in the world and seeks 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 Business 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 COOP has the best direction; however, there are many times when they need to be able to work independently to get their tasks complete.