

YOUR ADDRESS  
YOUR CITY, YOUR PROVINCE  
YOUR POSTAL CODE

TODAY'S DATE

YOUR INTERVIEWER, HIS/HER OFFICIAL JOB TITLE  
YOUR PLACEMENT'S NAME  
YOUR PLACEMENT'S ADDRESS  
YOUR PLACEMENT'S CITY, PROVINCE POSTAL CODE

Re: Co-operative Education Placement

Dear Mr/Mrs YOUR INTERVIEWER'S LAST NAME:

I am interested in applying for the co-op position at YOUR PLACEMENT'S NAME, which was advertised by Westlane's Cooperative Education department.

As my resume details, I have the background and experience to meet the requirements for this co-op position. Over the course of my life, I have developed interest for YOUR CO-OP SUBJECT AREA. For the past \_\_\_\_\_ years, I have been gaining valuable experience through the YOUR SUBJECT LINKING COURSE program at Westlane. My work experience at \_\_\_\_\_ has helped me develop name some personal skills that relate to your co-op placement. I am POSITIVE PERSONAL CHARACTERISTICS USED TO DESCRIBE YOURSELF (BE SOCIABLE, WELL MANNERED, ENJOY WORKING WITH THE PUBLIC. These qualities make me well suited for this position.

I am eager to take on my role and responsibilities as part of the team at YOUR SITE, and am available for further interviewing at your convenience. Enclosed is a copy of my resume to provide you with additional information. If you have any questions, feel free to contact me at (905) YOUR PHONE #. Thank you for your time and consideration.

Sincerely,

YOUR NAME