

Sample job posting

Job Description:	ASSET MANAGEMENT STUDENT ENGINEER Transport Company Ltd. is currently seeking an Asset Management Student Engineering that would be based in Saint John, NB. Responsibilities: • Review and produce various reports, leveraging Tableau for data visualization • Assist with data mining from various sources • Develop written procedure for assigned projects • Support Maintenance team with project planning • Work with fuel efficiency team on fuel initiatives as required. • Coordinate with the fleet managers to ensure the PM/maintenance program is properly executed • Promote and support all safety initiatives when performing roles and responsibilities
Job Requirements:	Qualifications: • Currently enrolled in a Mechanical or Electrical engineering degree in good academic standing • Valid Driver's License • Transportation experience considered an asset • Excellent communication, interpersonal and negotiation skills • Exceptional organization, decision making and problem solving abilities • Energy, enthusiasm and the ability to work within a team • Computer skills are essential (MS Office) • Data management skills considered and asset
Contact:	Sarah Brown HR Manager Transport Company Ltd. 100 Main St., Saint John, N.B E1D 4K2

Jane Wills

12 Sample St. Halifax, Nova Scotia, BYB 1A2
| 902-123-4567 | Jane.Wills@dal.ca

Your Name and Contact Info.
Use the same heading format
as your cover letter as it
looks like your personal
letterhead.

January 25, 2019

The date you are applying.

Ms. Sarah Brown
HR Manager
Transport Company Ltd.
100 Main St., Saint John, N.B
E1D 4K2

Name and mailing address you are applying to.
You should find out the name of the individual
that will review your application.

Dear Ms. Brown,

Paragraph #1: I am writing in response to the Asset Management Student Engineer position with Transport Company Ltd. as advertised on the Dalhousie myCareer website. I would be thrilled to work with the leading carrier of transportation services while utilizing the most advanced technology to deliver creative transportation solutions. As a Mechanical Engineering student with experience in data mining, developing written procedures, and project management, I am confident that I will successfully contribute to the success of the Asset Management team.

Paragraph #2: During my previous co-op work term with Company Inc., I completed a time study to assess the efficiency of a production station, which included collecting data and then mining that data to support recommendations on how the tasks could be completed more efficiently. I leveraged Tableau for data visualizations and included it in the report I wrote to showcase the data, testing procedure and the recommendations. I have also created procedural guides and reports for R&D testing and I will apply this knowledge to successfully develop written procedures for projects at Transport Company Ltd.

Paragraph #3: I have also developed excellent project management and organization skills through my Bridge Design Project and the Robotics Competition. I organized the projects into tasks for each of the group members, making it simpler to complete each section. My ability to prioritize the workload enabled us to complete the project ahead of schedule. Achieving first place in the Robotics Competition and a grade of A on the Bridge Design Project demonstrates my ability to successfully manage the projects I take on.

Paragraph #4: My passion for the transportation industry combined with my strong data mining experience and excellent report writing skills will make me an asset to the Asset Management Team at Transport Company Ltd. I have attached a copy of my resume and transcript for your consideration and I would be very pleased to meet with you for an interview. Thank you for your time and consideration.

Sincerely,

Jane Wills

Jane Wills

Paragraph #1: What you are applying for and why the position excites you. The first sentence should state the position you are applying for, the name of the employer, and where you saw the position advertised. You should then give a brief reason why you really want the position. Use this opportunity to show that you know/have researched the company. You should also include a sentence that specifically introduces your top three or four skills, knowledge and/or qualifications that are relevant to the job you are applying for. Use the words or phrases from the job posting that describes the needs of the employer (i.e.: data mining, developing written procedures, and project management).

Paragraph #2 & #3: Prove the skills, knowledge, and or qualifications that you introduced in your opening paragraph with specific examples. Make sure that the skills/experiences that you include in this section relate directly to the skills that the employer is looking for (review the job ad and refer to your match chart). You should state why you will excel at this position and how you will contribute to this role. What can you do for them?

Paragraph #4: Re-state your interest and enthusiasm for the position. Re-state the top skills/knowledge/qualifications that make you a match for this position. You could also include another line to demonstrate your knowledge of the company and why they should hire you. You should sign off by saying that you have attached a resume for their consideration. You can also “ask” for an interview by saying something along the lines of “I would welcome the opportunity to discuss my skills further in an interview.” Thank the reader for their time and consideration.