2550 Wesbrook Mall

Vancouver, BC VGT 1X7

March 23, 2019

Cindy Chen, Human Resources Analyst

Vancouver Fraser Port Authority

999 Canada Place

Vancouver, BC V6C 3T4

Dear Ms, Chen:

Please consider my application for a traffic attendant position at the Vancouver Fraser Port Authority, as advertised on portvancouver.com. I am currently a third-year university student studying environmental sciences at UBC, with long-term goals to pursue a graduate degree in urban planning and start a career in this field. I am interested in this job and working for the port as I recognize and commend the Vancouver Fraser Port Authority’s dedication to environmental sustainability. Reading an article on the port’s EcoAction Program to reduce emissions, underwater noise, and environmental impacts encouraged me to apply for this position.

As you can see from my enclosed résumé, I have worked part time as both a merchandiser at Shoppers Drug Mart and as an assistant at UBC’s Geographic Information Centre. This experience has helped improve my interpersonal skills as I work independently, and I am responsible for communicating efficiently with others. These jobs have also helped me develop the ability to problem-solve and organize in fast-paced environments. But more than this, they have allowed me to become a confident and customer service oriented individual.

My education at UBC, on the other hand has allowed me to be very confident in writing and communicating in English. The courses that I am taking for my degree involve research-based projects that involve writing many reports. I am also able to communicate proficiently in Punjabi. I believe that these skills alongside my driven personality may be an asset to your team.

If my background meets your needs, please feel free to email me at jasminsenghera@gmail.com. I would welcome an interview at your convenience.

Sincerely,

A close up of a logo

Description automatically generated

Jasmin Senghera

Encl. Résumé