

## Assignment 4:1 – Rough Draft Application Package

### *Advertisement Details*

#### **Master of Urban Planning Admissions – McGill University**

### *Job Description*

*“The School draws students from around the world. Through our core Master of Urban Planning degree program and an optional concentration in Transportation Planning, we train professionals for the public, private, and not-for-profit sectors in two years of intensive study, much of which takes place in real-life group projects using the Montréal metropolitan region as a living laboratory. Our aim is to give individuals the intellectual and practical skills needed to excel in the field and thereby to improve human settlements around the world.”*

### *Application Instructions*

**The next deadline for admissions is the 15th of January 2020 for the academic year beginning in Fall 2020.**

1. Using uApply, you must upload a **personal statement of one to two pages**, explaining your motivation for applying to the School, area(s) of specific interest, and longer-term career goals.
2. Using uApply, you must upload your **current curriculum vitae**, including a summary of your academic background, professional experience, and other relevant activities (e.g., community involvement, volunteer work, etc.).
3. Using uApply, you must upload **unofficial copies of transcripts for your complete university-level academic record to date, including ALL programs (complete, incomplete, and/or in progress)**.
4. We must receive **two (2) letters of recommendation**, at least one of which must be from a current or past professor.

### *Contact Information*

#### **School of Urban Planning**

Room 400

Macdonald-Harrington Building

815 rue Sherbrooke Ouest

Montreal (Quebec) Canada

H3A 0C2

Tel.: 514 398 4075

Fax: 514 398 8376

Email: [admissions.planning@mcgill.ca](mailto:admissions.planning@mcgill.ca)

### *References*

*School of Urban Planning*. McGill University. <https://www.mcgill.ca/urbanplanning/>. Accessed on 26 March 2019.

# DAKOTA TRYHUBA

## Master of Urban Planning Statement of Interest

(403) 483-0944

dakota.tryhuba@alumni.ubc.ca

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March 26, 2019

*Master of Urban Planning Admissions*

The University of McGill

Deciding on a career path has not been an easy journey for me. Like many other first-year undergraduates who venture into their university studies immediately after high school, I spent my first year of university searching for a purpose. I sought for that one class that would transform my life and guide my academic pursuit. I succeeded—and admittedly failed—considerably in a range of subjects from molecular structures and brain structures (chemistry and psychology), polynomials and plate tectonics (calculus and earth science), probability and poetry (statistics and English) and much more. I will not leave you in suspense; not one of those classes transformed my life. I finished my first year of university feeling uninspired that I had not found a single subject that spoke to me. Though I can say that, even though none of these classes were eye-opening to me, the most valuable thing I learned that year was about myself. From sitting in lecture upon lecture daydreaming about everything besides “sig-digs” and Newton’s Method, I discovered that I had an intense curiosity and eagerness to understand the people and the world around me. This influenced my decision to pursue a major in geography. Over the course of my studies I would discover that despite living in an increasingly modern and manufactured world, humanity will forever rely on the environment. The future is being shaped by a panoply of geographical factors from business, to politics, to climate change—and studying geography has provided me with the lens to adequately face the challenges of the future.

I believe that postgraduate study is a passport to a better career, one that will have a meaningful impact on society. Thus, upon completion of my undergraduate degree from the University of British Columbia, I am now seeking to continue my studies in a graduate program. I wish to apply to the School of Urban Planning at McGill University. I recognize the importance of pursuing a master’s degree that is relevant to the sector in which one wishes to work, and the knowledge and self-awareness I have attained over the past five years have made it clear to me that this program is the right choice for me. Geography has given me a greater understanding of the world and my place in it; and I long to improve the systems that directly affect the daily lives of people, specifically through work in sustainable urban design and development, and urban governance.

A post-graduate education at McGill University based on distinct design- and studio-based courses is precisely the kind of academic guidance I hope to pursue. Throughout my education at the University of British Columbia’s satellite campus located in the beautiful Okanagan valley, I was able to receive a much more refined and intimate learning experience. From taking numerous small research-based study courses over the course of my undergraduate curriculum, I have become eager and enlightened to discover that the exchange between teacher and student is paramount in the learning process and has enabled me to develop my best work. For example, during my studies, I was given the opportunity to participate in a research project, as part of a senior-level Community Engaged Research class, where I provided research assistance for the City of Vernon’s City Council on the development of their “Youthful Vernon Strategy.” Throughout this project, I worked one-on-one with the members from the City of Vernon on this initiative and provided recommendations on building a

youth-friendly city. This project was an eye-opening experience for me because many undergraduate students do not get the chance to participate in research opportunities within the community. Throughout the project, I became exposed to the planning realm where I worked in close liaison with the City's long-range planner on an issue that is receiving more attention in today's municipalities—child and youth participation—which I discovered ultimately hinges on environmental sustainability. Anytime universities and local governments are able to partner it creates a mutually beneficial relationship. I gained applied experience creating a more vibrant learning environment; and communities—who are always striving to provide an excellent level of service with limited resources—gain academic research assistance resulting in stronger outcomes. I was delighted to receive a letter of appreciation from the Mayor at the end of the semester acknowledging our efforts. Overall, this project provided me with a lens for my chosen field and played a pivotal role in my academic experience which I wish to further pursue at McGill. My desire to pursue McGill's Master of Urban Planning program is not merely because of its unique program structure and renowned quality of its students, faculty, and education; but also, because I truly believe that upon the completion of this program, I will possess the skills needed to have profound impacts on shaping society.

My academic achievements, extracurricular experience, and community service have all helped me towards my goals. Despite the obstacles faced at the onset of my academic journey, I am now motivated and prepared to reach my career aspiration of creating vibrant and sustainable communities. On that account, my current research interests in this area require a deeper understanding of the processes underlying critical urban planning issues. Thus, as a post-graduate student, I intend to contribute to this field of knowledge and make a difference. I will take the practical and theoretical knowledge from this graduate program with me to where ever I plan to further my career goals as a practitioner of good governance and community development.

I do not doubt that this program will be challenging; however, unlike when I first embarked on my university pursuit, I now have an insatiable desire to create a positive change in society; which continues to drive me to succeed and accomplish my goals. I believe I have the intellect, skills, and talents necessary to succeed in the Master of Urban Planning program; and the knowledge and understanding of economic, social, environmental, and political challenges which is offered through this program will be an essential tool in facilitating positive change. I look forward to speaking with you and members of your department regarding my application. Thank you in advance for your consideration.

*Sincerely,*

A handwritten signature in cursive script that reads "Dakota Tryhuba". The signature is written in black ink and is positioned below the word "Sincerely,".

Dakota Tryhuba



# DAKOTA TRYHUBA

## PROFILE

Dedicated and highly successful university graduate passionate about environmental, economic, social, and political processes that shape our local and global communities.

## INFO

- 📍 Calgary, Alberta, Canada
- 📞 Phone (403) 483-0944
- ✉️ Email dakota.tryhuba@alumni.ubc.ca
- 🌐 LinkedIn <https://www.linkedin.com/in/dakotatryhuba/>

## STRENGTHS

- Customer Service ●●●●●
- Detail-Oriented ●●●●●
- Computer Literacy ●●●●●
- Microsoft Office ●●●●●
- Writing ●●●●●
- Research ●●●●○
- Independent Thinking ●●●●○
- Urban Design ●●●○
- Community Engagement ●●●○
- ArcGIS ●●●○
- Geographic Information Systems (GIS) ●●○○○

## LANGUAGES

- English ●●●●●
- French ●●○○○

## CAREER VISION

- Pursuing a career in the sustainable development sector that will enable me to use my skills within an organization to address the challenges faced by cities around the world today.
- I especially enjoy research and am seeking a role in which my education, creativity, and passion can be used to positively benefit communities
- I am also seeking a work environment and culture that will allow me to gain additional expertise in my chosen field through work/project experience, mentorship, and ongoing education.

## EDUCATION

### The University of British Columbia (Okanagan Campus)

Bachelor of Arts

2014 – 2019 | Kelowna, British Columbia

- Geography major
- GPA in most recent academic year (10 classes) 3.7/4.0
- 2018 Dean’s Honour List Designation
- Recipient of the Deputy Vice-Chancellor Scholarship for two consecutive years for maintaining an A-average in 2017 and 2018

## RESEARCH EXPERIENCE

### Directed Study

Sep 2017 – Dec 2017 | Kelowna, British Columbia

- Geography 498 completed under the supervision of Dr. Carlos Teixeira.
- Completed a study titled “*Stuck in the Suburbs: The Causes and Consequences of Suburban Growth in Calgary.*”
- The main purpose of the case study was to identify various definitions and drivers of suburban growth; unearthed the roots of this form of development; examined the consequences; and provided a brief discussion on why this particular region is struggling to amend its current state of sprawl.

### Youth Friendly Vernon Strategy

Sep 2017 – Dec 2017 | Kelowna, British Columbia

- Community engaged research project completed under the supervision of Dr. Jon Corbett and close liaison with the City of Vernon’s long-range planner.
- The project involved creating a formal recommendation report on the incorporation of children and youth in urban public spaces for the City of Vernon’s “Youth Friendly Strategy”.
- The report discussed past and current initiatives that have taken place within the City of Vernon as well as looked at tangible examples of successful youth-friendly urban design practices that have been implemented within other similar mid-sized cities.
- The final report was sent to City Council to review.

***UBCO Geography Course Union***  
***(Vice President)***

*Apr 2017 – Apr 2018 | Kelowna, British Columbia*

- Strove to meet students' needs and represent students' views.
- Responsible for planning academic events and social activities related to geography.
- Hosted information sessions discussing opportunities for students to become involved in the community through volunteer work such as stream and highway clean-ups.
- Organized out of province conferences to represent UBC Okanagan.

***The Planning Institute of British Columbia***  
***(Student Representative)***

*May 2017 – Jan 2018 | Kelowna, British Columbia*

- Attended executive meetings twice per quarter to set out action items that needed to be completed to bring learning and social events to PIBC members.
- Attended executive meetings and teleconferences.
- Diligently recorded notes and offered my input from a student perspective.
- Sat in on a few Learning Units webinars with the City of Kelowna and gain knowledge on the topic of affordable housing.

 **EMPLOYMENT HISTORY**

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***Nautical Energy***

*Administrative Assistant / Receptionist | Calgary, Alberta | Dec 2018 – Current*

- Provide administrative and clerical support (mailing, scanning, faxing, copying, filing).
- Acknowledge and courteously greet, welcome, and announce visitors.
- Answer switchboard line, screen and transferred calls. Handle callers' inquiries and provide information.
- Maintain employee and department directories.
- Liaise with building management for lights, heating, air conditioning, etc. and coordinate the repair and maintenance of office equipment.
- Accept and log incoming items delivered by couriers.
- Determine stationery requirements for the company and order online. Maintain and replenish office supply areas on all floors.

***The River Café***

*Host | Calgary, Alberta | June 2018 – Jan 2019*

The River Café is a premiere fine dining establishment that has been consistently rated as one of the best eateries in the Calgary.

- Monitored dining room and guest flow to maximize table usage and minimize customer wait times.
- Prepared tables for customer use, including rearranging seating and tables to accommodate large parties.
- Managed in-person and telephone guest inquiries, customer service requests, and reservation bookings.
- Selected to assist in private functions such as weddings and private corporate dinners.

***Customer Service***

*2011 – 2019*

- 7+ years of customer service experience working a variety of retail and food service locations.
- Learned to skillfully anticipate and address guests' service needs.
- Resolved customer disputes and provided information regarding store merchandise.
- Developed rapport with clients and generated repeat business through friendly attitude and extensive knowledge of service.

**From:** Dakota Tryhuba, dakota.tryhuba@alumni.ubc.ca

**To:** Dr. Carlos Teixeira, carlos.teixeira@ubc.ca

March 26, 2019

Dear Carlos,

I hope all is going well with you. I am finally in the process of applying to graduate school which seemed like so far away a year ago when I was taking your courses!

As I wrap up my last four electives online this semester, I am starting to gather letters of recommendation and, of course, I immediately thought of you. Your classes were pivotal in my path to graduate school and, as such, I was hoping that you would be willing to write me a strong letter of recommendation on my behalf for my applications.

I have decided to pursue an application to the University of McGill for the Master of Urban Planning program. I am also planning on applying to a few other graduate programs that I am still undecided on but was hoping you would be willing to do the same for them as needed.

Thank you so much for all that you have done for me these past four years and for taking the time to consider my request.

All the best,



Dakota Tryhuba

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**From:** Dakota Tryhuba, dakota.tryhuba@alumni.ubc.ca

**To:** Dr. Todd Campbell, todd.campbell@ubc.ca

March 26, 2019

Dear Todd,

I hope all is going well with you!

As I wrap up my last four electives online this semester, I have decided to pursue an application to the University of McGill for the Master of Urban Planning program; so I am starting to gather letters of recommendation.

Since I greatly benefitted and enjoyed the classes I took with you, I was wondering if you would be willing to write a general recommendation on my behalf for my application? The application has requested that I submit two letters of recommendation and I immediately thought of you. I am also planning on applying to a few other graduate programs and was hoping you would be willing to do the same for them if needed.

Thank you so much for all that you have done for me these past four years and for taking the time to review this request.

All the best,



Dakota Tryhuba

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**From:** Dakota Tryhuba, dakota.tryhuba@alumni.ubc.ca

**To:** Cleo Corbett, cleopatracobbett@gmail.com

March 26, 2019

Dear Cleo,

I hope all is going well with you. Congrats on starting a new position as a senior planner!

I am finally at the tail-end of my degree in which I decided to stretch out my last five courses online over the course of eight months so that I could get a better sense of the current job market and apply for some entry-level jobs related to my field. However, with not much luck, I have decided to pursue a master's degree in urban planning in hopes that I might have better job prospects upon completion. Hence, I am starting to gather letters of recommendation and I of course immediately thought of you. My experience working with you was pivotal in my path to graduate school and, as such, I was hoping that you would be willing to write me a strong letter of recommendation for my applications.

I will be applying to several planning graduate programs, namely, the University of Calgary, McGill University, and the University of Waterloo. Ideally, I would love to get accepted into the University of Calgary and live at home, however, since Calgary has one of the most difficult application processes out of the dozen or so accredited planning programs in Canada, I have chosen some backup universities just in case.

Thank you so much for all that you have done for me and for taking the time to consider my request. I look forward to hearing back from you!

All the best,



Dakota Tryhuba