

123 Eagle Lane  
Vancouver, BC V2D4E8

April 3, 2022

Erin Girard  
Talent Acquisition Leader  
Spare  
Vancouver, BC V6C 1B4

Subject: Data Analyst Co-op Position with Your Company

Dear Ms. Girard,

I was beyond excited when I come across the opportunity to apply for the data analyst co-op position at Spare. I am currently completing my Bachelor of Computer Science degree (BCS) at the University of British Columbia (UBC). I also possess a Bachelor of Mathematics degree from UBC. Throughout my studies, I have honed my analytical and problem-solving skills, and my passion for data science has sparked my interest in the data analyst co-op position at Spare. I believe my knowledge in computer science, mathematics and statistics make me a suitable candidate for your company. Furthermore, my experiences include data estimating, data operating and project analytics. In addition, my 7 years of head coaching experience makes me a better leader and a communicator.

During my internship at Axiom, I helped senior estimators to solve real life problems. I learned to always be responsible and complete tasks well ahead of the deadline. I also improved my communication skills when seeking for help from managers. While working for UPS, I learned to communicate with peers in a professional manner to maintain an efficient operation. As a project analyst at UBC Civil Engineering Lab, I have enjoyed analyzing data for variety of projects. Furthermore, I was thrilled to solve and work with different problems that may occur every day. The job strengthened my problem-solving skills and forced me to quickly adapt to a fast-paced environment.

As a head coach of youth volleyball teams, I believe I have the two important assets that you are looking for in a candidate – problem solving and communication. My references can also confirm that I am a good communicator, an enthusiastic, reliable, and responsible individual. I may not have much previous experience in this field, but my fast-learning abilities and the willingness to learn overshadows my lack of experience.

Thank you for taking the time to review my application. If you consider me a possible candidate for your company, I will gladly welcome an interview at your convenience.

Kind Regards,

A handwritten signature in black ink, appearing to be 'Eric Zhang', with a stylized, cursive script.

Eric Zhang  
Encl: Resume