

November 15, 2015
121 E 27th Street
Vancouver, BC, V7N 1B3

David Kwan
ACM Environmental Corporation
Suite 217 – 2323 Quebec Street
Vancouver, BC
V5T 4S7

Dear Mr. Kwan,

I am fourth year Chemistry student interested in your posting of Lab Analyst. I have looked at the job description and the work that ACM Environmental does and I would be a great candidate for the position considering my attention to detail, analytical skills, and communication skills.

From experiences in academic chemistry labs and in co-op work placements, I have developed excellent analytical skills and attention to detail. For example, in my analytical labs at UBC, by carefully measuring, diluting, and constructing calibration curves for samples, I determined the concentrations of unknown samples with high accuracy and precision. With my work at DPoint, a large part of my job required making polymer solution formulations to coat onto different substrates. By carefully weighing out the polymer, solvent, and additives, I made 50g solutions that were coated onto the substrates and achieved reproducible results. These skills would benefit me greatly when doing analysis at ACM Environmental.

Besides my technical skills, I also have excellent communication skills, both verbal and written. For example, in academic labs, I demonstrate my written communication skills through weekly reports in which I discuss and summarize in detail instrumentation used and experimental data achieved. To illustrate, I also organized Chemistry Forum, an annual event held at UBC, featuring short presentations from individuals from various fields of chemistry. My involvement with Chemistry Forum included communicating and liaising with various professionals from both academia and industry, faculty members, and UBC staff. Additionally, at Xerox, I prepared several presentations summarizing research results to present at team meetings and have received positive feedback on the quality of my presentations. These experiences have really helped with communication in the workplace, and would really be an asset for this position.

In closing, I would be a valuable asset to ACM Environmental, and I am eager to discuss employment in the future. If you wish to contact me, please call at 604 725 9212, or email me at jordanheyesh5@gmail.com. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Jordan Heyes