

555 Alma Street  
Vancouver, BC V0P 0R0  
November 15, 2015

Peter Jonasson Pedersen  
University Director  
Copenhagen Business School  
Solbjerg Plads 3  
DK-2000 Frederiksberg

Dear Mr. Pedersen,

**Re: Full-time MBA Application**

Please consider my application for the Full-time MBA program at Copenhagen Business School, as offered on the university website. I will be graduating from University of British Columbia December 20<sup>th</sup>, 2016 with a degree in Computer Science and believe this program would perfectly complement my knowledge base.

As you can see from my enclosed resume, I have spent many years working in a variety of industries while attending school at two highly regarded universities in Canada. These experiences have provided me with insight to business' inner workings and have attributed to my strong ability to analyze and interpret data. However, there are still many opportunities to expand my commerce knowledge.

As a well-rounded individual who is organized, committed and a team player, I can easily undertake any problem. With strong communicative skills I am able to explore and utilize a multitude of channels to approach and complete every task efficiently and effectively. Prior to studying full-time at the University of British Columbia, I was employed with Ledcor Construction Limited working as a full time Document Control and Travel Coordinator. My role involved being responsible for coordinating over one hundred personnel on a multi-million-dollar project for Syncrude.

The computer science field has exploded in the last twenty years and a MBA would complement my knowledge in the tech industry. I feel with my experience I bring a fresh perspective and would greatly appreciate the education gained through this program. Should you have any questions please do not hesitate to contact me via email at [Mitchel.sharko@gmail.com](mailto:Mitchel.sharko@gmail.com).

Sincerely,

Mitchel Sharko

Enclosed: Resume

**MITCHEL SHARKO, B.SC.**

555 Alma Street  
Vancouver, BC V3P 6R8  
Phone: (555) 555-5555  
Email: mitchel.sharko@gmail.com

**Summary of Qualifications:**

- Bachelor of Computer Science candidate (4th Year)
- Eight years of work experience
- Experienced with Microsoft software (Word, Excel, PowerPoint, Outlook), Adobe, Oracle Tools (Contract Manager), Java, Ruby, and Travel Programs (GTMS)
- Organized, Committed, Team Player

**Education:**

- Sep 2014 – Dec 2016      **Bachelor of Computer Science ICS** candidate *UBC*
- Commerce focused electives
- Jan 2013 - Apr 2014      **Part-Time Student** *UBC Okanagan, Kelowna, B.C.*
- Studied Spanish and Finance while working full time.
- Sep 2007 - Apr 2012      **Bachelor of Science** *University of Alberta, Edmonton, Alberta*
- Major in Biology, Minor in Economics
- Sep 2011 - Dec 2011      **Study Abroad Student** *Lancaster University Lancaster, U.K.*
- Studied Medical Microbiology, Aquatic Biogeochemistry and Economics
- June 2007      **High School Student** *Kelowna Secondary School Kelowna, B.C.*
- Graduated with Honors
  - Completed Career Science Program, Applied Science Program and French Immersion Program.

**Work Experience:**

- Jun 2015 – Aug 2015      **Membership Consultant**, Steve Nash Sports Club, Vancouver, B.C.
- Consultation with current members and future members
  - Helping clientele with fitness goals, and management of referrals
  - Met and exceeded personal training sales goals by 125% within the first full month of working in this position.
- Feb 2015 – June 2015      **Front Desk Attendant**, Steve Nash Sports Club, Vancouver, B.C.
- Greeted members, process payments, balance daily transactions

- May 2012 - Aug 2014      **Document Control and Travel Coordinator**, Ledcor, Kelowna, B.C.
- Submission of RFIs using Oracle Tools: Contract Manager
  - Mobilized equipment to projects all over BC and Northern Alberta.
  - Creation of Operation Manuals tailored to each project
  - Procurement of light industrial equipment
  - Coordination of the logistics of mobilizing personnel to sites from across the country
- Sep 2010 – Dec 2011      **Intramural Referee**, University of Alberta, Edmonton, AB
- Part time work as a referee for intramural sports
  - Management of teams ensuring punctual starts and unbiased enforcement of rules
- Jun 2006 – Aug 2011      **Labourer, Level 2 First Aid Attendant** Ledcor, Kelowna, B.C.
- Ensured care is provided effectively when needed
  - Focused on being proactive, communicating with the Supervisor when safety hazards arose

### **Volunteer Experience:**

- Jan 2015 – Present      **Class Liaison**, UBC Vancouver, B.C.
- Hold class discussions to determine ways of improving communication between professors and students and actively propose alternatives to improve the learning environment
- Sept 2012 - Sept 2014      **Coordinator**, Korol Cup, Kelowna, B.C.
- Coordinated hockey players, games and daily events taking place for the yearly event conducted over a four-day period.
- April 2014      **Labourer**, Earth Day Clean Up, Kelowna, B.C.
- Cleaned up debris along streets and in creeks which have amassed over time.

### **Interests:**

- Volleyball, Squash, Golf, Snowboarding, Travelling, Computers, Music, Board Games
- English: Fluent Speaker, Reader and Writer
- French: Advanced Speaker, Reader and Writer
- Spanish: Novice Speaker, Reader and Writer

### **References:**

- Available upon request