

Legal Name (Preferred Name)

Toronto, ON

followmytiktok@harlevnguyen

[Phone Number](#)

[LinkedIn Link](#)

RE: Application for *the Name of the Program/ position (Job ID)*

Dear Company Recruitment Team,

I am Harley Nguyen, currently finishing my Honors Bachelor of Commerce specializing in Marketing at York University. With a keen interest in the intersection of X and Y field, I am thrilled to apply for the *Name of the Program/ Position* at *Company Name*. I believe I am well suited for the role due to my wide experiences of working in *X* and *Y* field, zeal for doing *this*, passionate about *this topic*, most notably more than 3 years working at companies such as BMO Financial Group, Apple, Geotab Inc., SSENSE, and L'Oreal Canada.

More specifically, here is what I can immediately bring to *the company*:

- **Skill/ Expertise 1 (Excellent Project management skill):** During my Marketing Co-op, I was able to enhance my management skills from leading multiple marketing campaigns/ offers while managing partnership with external partners from Company Partner...
- **Skill/ Expertise 2 (Extensive Data Analytics skill):** During my Retention Specialist co-op position, I learned to manage book of business of over 500 accounts every quarter on Salesforce by collecting...
- **Skill/ Expertise 3 (Strong Marketing Expertise):** I have been significantly honing my marketing knowledge and application skills through both academic setting and hands-on corporate environment. During my Marketing co-op, I was assigned to...
- **Skill/ Expertise 4 (Strong technical skill):** I can efficiently work with Microsoft Office such as Word, Excel, PowerPoint, Outlook, Access, and Project; Google Business Suite such as Google Drive, Doc, Sheets, and Slides as well as Adobe Suite including Photoshop and Illustrator...

With all my desire to join the program, I am committed to all responsibilities that the position requires. Please feel free to contact me if there are any questions about my application. I am very much looking forward to joining *the company/ program*.

Yours Sincerely,

Your Name.