

**COVER LETTER**

***\*\*\*Please include on this page your cover letter (maximum one page)*** \*\*\*

##

## miae_logo-250

## First & last names

**Address:**

**Tel: No**.:

**Cell: No**.:

**E-Mail**:

**Status in Canada: Canadian** [ ]  **Permanent Resident** [ ]  **International student** [ ]

**Internship availability: Fall** [ ]  **Winter** [ ]  **Summer** [ ]

|  |
| --- |
| **Summary of qualifications** |
|  | **Last Annual GPA:** x.xx/4.0 **Cumulative GPA since entry into program**: x.xx/4.0**Number of credits completed as of starting date over credits required for major**: xx.xx / xxx**Expected date of graduation:** mm/year**Languages written and spoken: *\*\*\**** ***Please consult the linguistic scale on the MAI website (***[***www.mai-aero.ca***](http://www.mai-aero.ca)***) or with your institute, and select your language level\*\*\****

|  |  |  |
| --- | --- | --- |
|  | **Oral** | **Written** |
| **French** | **Click here to** **select language level** | **Click here to** **select language level** |
| **English** | **Click here to** **select language level** | **Click here to** **select language level** |

**Technical Skills:** \*\*\* Please insert as many lines, within the table below, as necessary and complete the software chart by specifying your competencies level. \*\*\* **List of software**: ANSYS, BW (Business Warehouse), C++, CATIA, CRM (Customer Relationship Management), Documentum, Enovia, HTML, MATLAB, MS Access, MS Excel, MS PowerPoint, MS Project, MS Word, SAP, SharePoint, SQL, VBA, Visio. \*\*\* It is possible to add other software not listed here \*\*\***List of software and degree of competency**

|  |  |  |  |
| --- | --- | --- | --- |
| **Software** | **Beginner** | **Intermediate** | **Advanced** |
| **…** |[ ] [ ] [ ]
| **…** |[ ] [ ] [ ]
| **…** |[ ] [ ] [ ]
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**Behaviours & leadership skills:** \*\*\*Please identify the qualities that best describe you (maximum of 5) \*\*\*: |
| **education** |
|  | **Dates**: **Degree Title**: **University or School Name, City**:  |
|  | **Dates**: **Degree Title**: **College or School Name, City**:  |
| **Work experience** |
|  | **Dates**: **Job Title**: **Organization Name, City**: **Job description**: (3 to 4 lines maximum, be succinct) |
|  | **Dates**: **Job Title**: **Company Name, City**: **Job description**: (3 to 4 lines maximum, be succinct) |
| **Achievements** |
|  | **List awards, personal achievements in reverse chronological order** (example: wing construction for the university aerospace design team). |
| **Interests**  |
|  | **List hobbies, sports, teams, memberships in reverse chronological order** (example: university aerospace design team). |
|  |  |
| **Academic Courses / projects** |
|  | **\*\*Either in a short paragraph or make a list of 5 courses &/or pertinent projects that demonstrate your acquired competencies in engineering, other technical competencies and/or management.\*\*** |