

# Hermione Granger

Engineering Student, Level I

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Mrs. Minerva McGonagall,  
Human Resources Coordinator,  
National Research Council Canada,  
1200 Montreal Road, Bldg. M-58,  
Ottawa, ON, K1A 0R6

Dear Mrs. Minerva McGonagall,

What stands out about the National Research Council Canada is their mission to find creative, relevant, and sustainable solutions to Canada's current and future, economic, social, and environmental challenges. Helping Canada to grow and develop into a more sustainable, socially, and environmentally conscious country is a mission that is aligned with my values as a Canadian and as an emerging Chemical Engineer. I am confident that with my skills and abilities, I will be able to effectively contribute to this mission and the team at the National Research Council Canada. Please accept the enclosed resume as an application for the position of **Chemical Technologist Co-op (4 months)** at the National Research Council Canada, posted on the McMaster University co-op website.

I am currently enrolled in the Engineering Level I program at McMaster University, and plan to specialize in Chemical Engineering starting in second year. Through this program, I successfully completed the General Chemistry for Engineering course that focused on chemistry in aqueous solution, structural and bonding properties of atoms & molecules, and energetic aspects of chemical reactions. I completed both the laboratory safety training and the WHMIS training in preparation for the General Chemistry course. I have gained valuable hands-on laboratory experience through 12+ hours of lab experiments and have experience with the use of personal protective equipment (PPE). In addition, I have completed the Engineering Profession & Practice course, where I learned the roles and responsibilities of a professional engineer in Canada. In this course, I gained useful knowledge and understanding of the problems, issues, and importance of sustainability with respect to engineering.

During my experience working as a Tim Horton's Team Member, I was able to develop a variety of valuable skills such as teamwork and communication. I earned the responsibility of mentoring newer employees to enhance their customer service skills. I also developed impactful skills such as time management and working well under pressure, while serving 100+ customers per hour. Being a Tim Horton's Team Member requires the ability to pay a great attention to detail. I enhanced this ability through successfully fulfilling complicated food and beverage orders, within a time limit. I improved my cleanliness and organization abilities by multitasking between cleaning and organizing my station while simultaneously completing orders. Cleanliness and organization are highly important when working in the food and beverage industry, and equally as important while working in a chemical laboratory.

I strongly believe that my academic experience and my previous employment have provided me with the skills and abilities required to be successful in the role of Chemical Technologist Co-op. I look forward to the opportunity to further discuss my qualifications and why I will be a great asset to the team at the National Research Council Canada. Please contact me at **905-525-9140** or at [grangerh@mcmaster.ca](mailto:grangerh@mcmaster.ca) to arrange an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,

Hermione Granger