

NOTE: This is a sample of the type of cover letter that should accompany your evaluation application. Please use this as a guideline and modify it to suit your circumstances.

Date

Penny Connors, Registrar
Association of Ontario Land Surveyors
1043 McNicoll Ave.
Toronto, ON M1W 3W6

Dear Ms. Connors,

I am submitting the enclosed package containing the documentation necessary for an Academic and Experience Requirements Committee evaluation by the Association of Ontario Land Surveyors. I would like to be evaluated in the _____ [cadastral, GIM, hydrography, photogrammetry, geodesy] branch.

Enclosed please find the following:

1. A certified copy of my university degree(s)
2. A professional survey commission from another recognized jurisdiction (if applicable)
3. University of Toronto Comparative Education Services or World Education Services Assessment Certificate
4. A cheque in the amount of \$565.00 (\$500.00 + HST)
5. A detailed résumé
6. University official transcripts
7. Detailed course descriptions (in English)
8. Other supporting information (if any)

Should you require any further documentation, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

Your name
Address