

# RIYA PATEL

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Innovation UBC  
103-6190 Agronomy Road  
Vancouver, BC V6T 1Z3

## **Re: Application – Venture Development Specialist (VDS) Internship – Fall 2025**

Dear Hiring Committee,

Last semester, I had the opportunity to collaborate with an engineering team in UBC's New Venture Design course to assess the commercialization potential of a clean tech prototype. From conducting market research to refining our go-to-market strategy, this experience was my first time supporting an early-stage venture hands-on—and it confirmed how much I enjoy the fast pace and creative problem-solving that entrepreneurship demands. It also sparked a deep interest in working directly with startups to identify growth opportunities and help transform ideas into impact, which is why I'm thrilled to apply for the VDS Internship at Innovation UBC.

As a Bachelor of Commerce student specializing in Entrepreneurship at Sauder, I've actively sought out opportunities to build relevant skills. In the Business Development course, I developed a business development strategy for a local social enterprise, while in the Marketing Strategy course, I designed a market segmentation framework for a wellness brand's product launch. Through these projects, I sharpened my ability to evaluate new markets, validate customer needs, and build financial models—all core components of the VDS role.

Beyond academics, I've taken initiative to grow within UBC's innovation community. As Events Coordinator at UBC eHub, I've organized pitch nights and founder panels attended by 200+ students. I also led a student team that developed UniBundles, a curated kit marketplace that reached the finals of the Student Startup Challenge. These experiences taught me to balance competing priorities, collaborate cross-functionally, and communicate ideas clearly—skills I look forward to bringing to your dynamic team of ventures.

Innovation UBC's commitment to experiential learning and supporting student-led innovation deeply aligns with my goals. I'm particularly excited by the opportunity to contribute to ventures working on meaningful solutions across industries. With a background in entrepreneurship, a proactive mindset, and strong project management skills, I'm confident I can bring value to the VDS team.

Thank you for considering my application. I would be grateful for the opportunity to contribute to Innovation UBC and support ventures shaping the future of BC's innovation ecosystem. I look forward to the possibility of discussing how I can support your work and grow through this internship.

Sincerely,  
Riya Patel (she/her)  
BCom Candidate 2026  
University of British Columbia

# Internships

## Work with our ventures to create impact with hands-on experience

We at Innovation UBC are pleased to collaborate with UBC faculties to deliver experiential learning opportunities across the UBC campus through courses that involve project-based consulting and learning. Currently, we have opportunities for students within the Sauder School of Business and the Faculty of Pharmaceutical Sciences.

### For UBC Sauder School of Business students:

Our **Venture Development Specialist (VDS) Internship Program** enables UBC's Sauder School of Business students to broaden their career-pathing experiences in a thriving community of entrepreneurs and immerse themselves in BC's innovation startup ecosystem. Participants work hands-on with a diverse range of ventures and projects, giving them exposure to emerging industries and cutting-edge innovations, while helping them develop their skills in areas such as customer validation, identifying new markets, financial modeling, and developing marketing campaigns.



The role of the Venture Development Specialist is dynamic; projects allow interns to explore a diverse range of industries, markets, products and services reflecting the diversity of the ventures themselves. This can range from identifying new markets and customer validation to building financial models, creating UI and UX designs and developing marketing campaigns.

"This internship has been a transformative experience that has broadened my horizons, equipped me with practical skills, and shifted my perspective on the entrepreneurial landscape. I am now poised to contribute effectively to startups and to explore the possibility of launching one myself." - Past VDS

## Eligibility

- We are looking for candidates with industry or academic experience in:
  - Business development
  - Sales and marketing; market research/analysis
  - Financial modelling

Additionally, we are seeking candidates who:

- Have an open, learning mindset
- Are proactive and possess strong project management skills
- Have the proven ability to balance multiple demands and expectations

Applications open Spring of each year. Learn more about the application process and eligibility on COOL via the UBC Sauder School of Business.

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### **For UBC's Faculty of Pharmaceutical Science students:**

Through our partnership with the Faculty of Pharmaceutical Sciences's PHAR 495 course, we offer 4th year students with hands-on experience to work with one of our ventures in the pharmaceutical or biotechnology industry. Students work with our portfolio venture and apply classroom learnings to specific dry lab and wet lab projects to learn about what it takes to transform an invention to impact.

<https://e1.invoke.com/ext/pages/b5984aca0e3c8e3ab63666a227b7dc08>

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## Part of the VP Research & Innovation (<https://research.ubc.ca>) portfolio

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## Educational Disclaimer

The sample resumes and cover letters provided are for educational purposes only. Please note the following:

- **Fictitious Content:** All names, job titles, and experiences included in these samples are entirely fictional. They do not represent real individuals or actual career histories.
- **Job Postings:** Each sample includes a job posting that was once publicly available online. These postings are included to demonstrate how to tailor application materials to specific roles. However, they may no longer be active or valid.
- **Learning Tool:** These materials are intended solely as a learning resource to help students understand effective job application writing strategies. If you have questions, please contact [career.center@ubc.ca](mailto:career.center@ubc.ca).