Mr. Cole was born in Ottawa on July 28, 1893. He attended McGill University where he graduated with a Bachelor of Science degree in 1915, with two scholarships. He enlisted in the 77th Battalion CEF in the First World War, and was later seconded for duty to the Explosives Division, Imperial Munitions Board, as Assistant Chief Chemical Adviser, until the end of the war.

In 1921 he entered the Canadian Foreign Trade Service, Department of Trade and Commerce, as Assistant Trade Commissioner, and was appointed Acting Trade Commissioner to Scotland in 1922. He was appointed Trade Commissioner to the West of England, Midlands and Wales in the same year and remained on duty in the United Kingdom until 1934. He was transferred to the United States in 1934 as Trade Commissioner to New York, and was promoted to Senior Trade Commissioner to the United States in 1943. In 1944 he was appointed Acting Director of the Commercial Relations Division, Department of Trade and Commerce, and served there until 1945. He was appointed Commercial Counsellor to the Canadian Embassy, Mexico City, in August, 1945, and has continued there until the present time, having acted as Charge d'Affaires for approximately two and a half years in broken periods of time.

During the New York period Mr. Cole was presented with the Freedom of the City of New York for services as Commissioner General for Canada to the New York World's Fair. Also in New York he was President of the McGill University Graduates for many years and Honorary Commander of the Canadian Legion in New York for ten years.