

Month day, year

Ms. Jane Doe, PhD
Senior Recruitment Officer
Banque uO Bank (BuOB)
Regional Office
1234 Main Avenue
Calgary, AB T1P 1Z1

Dear Ms. Doe:

Professor Darwin MacGill, Director of Public Affairs at the Telfer School of Management and your former doctoral thesis supervisor, suggested I send you my résumé regarding opportunities for recent graduates at BuOB's regional office in Calgary. Beyond my strong ability to develop and use distribution channels and networks, I believe my relevant experience as a co-operative education student in commercial banking, as well as my international experience and exposure, could help me make an immediate contribution to your team.

As junior account manager at ABCD Bank, I am responsible for networking and maintaining regular contact with over 200 clients in Canada and abroad. I develop proposals and presentations to create and identify business opportunities on a daily basis. I am also called upon, during ABCD Bank's weekly teleconference with regional offices, to share my research findings using state-of-the art presentation tools. This hands-on experience, in addition to my coursework in the Honours Bachelor of Commerce program, with an option in Finance, has enabled me to develop strong financial, communication and computer skills.

I am aware that your organization is anxious to raise awareness of its capabilities in local markets as well as to expand its operations in international business practices and international trade. The experience I acquired as a volunteer in Telfer's Connexions Program enabled me to acquire unique insight into the development of local markets in the hydrocarbons sector. Following this internship at the Canadian Hydrocarbons Institute in Edmonton, my employer hired me for a period of nine months to work in the company's regional office in Quito, Ecuador. As a junior planning adviser, I was responsible for drafting and having approved several proposals for the company's expansion to other APEC countries. I am fluently bilingual (French and English) and have a working knowledge of Spanish, providing me with the ability to work efficiently in multilingual teams.

I would greatly appreciate the opportunity to further discuss my suitability for a position within your financial institution in Calgary and will contact you next week to arrange a possible meeting time.

Sincerely,

Cash Hunter

Cash Hunter
24-7 Industrial Avenue
Ottawa, ON K4V 9B4
613-555-2020

Encl.