

Month day, year

Please note that portions of this letter are highlighted for illustrative purposes, demonstrating how you can address employer needs (as outlined in the job description).

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

Re: Junior National and International Account Manager Position

Dear Ms. Doe:

As a graduate in finance with experience in high profile companies in Canada and abroad, I am confident that I have the skills you seek for the national and international junior account manager, currently advertised on the Telfer School of Management Career Navigator. Your financial institution's expansion plan into markets in Northern Canada as well as in several APEC countries in sectors such as hydrocarbons is particularly exciting to me. My experience as a co-operative education student at ABCD Bank and as a volunteer intern at the Canadian Hydrocarbons Institute (CHI) in Canada, coupled with contractual work experience in South America, has demonstrated the vital importance for financial institutions to branch out both nationally and globally, while being good corporate citizens. BuOB is already a flagship institution for several innovative projects and has a strong reputation as a socially and environmentally responsible corporate citizen. BuOB is therefore naturally bound for success wherever it decides to set sail and anchor!

At ABCD Bank, I gained solid knowledge of international business practices by developing over 30 proposals and presentations in a twelve month period to create and identify business opportunities in seven countries. My experience at CHI's Ecuador office demonstrates my strong influencing and negotiation skills. I was responsible for drafting and having approved eight proposals worth \$80 million over a nine month period for the Institute's expansion to four APEC countries. My awareness of and dedication to sustainable development in business stems from my personal convictions, the knowledge I have gained through three elective environmental management courses at the University of Ottawa, as well as my experience as an environmental impact assessment assistant at CHI. I can communicate effectively in English and French. At ABCD Bank's weekly teleconferences with regional offices, I was called upon to share my research findings using state-of-the art presentation tools in both official languages. I also have a working knowledge of Spanish which enabled me to develop strong interpersonal, communication, and relationship management skills with CHI's numerous local resources, clients, and prospects, among others.

In summary, I believe I have the financial knowledge, skills and competencies, as well as the personal attributes to make a significant contribution to your organization. I would appreciate an interview to discuss my qualifications in greater detail. Thank you in advance for your consideration.

Yours truly,

Cash Hunter

Cash Hunter
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Ottawa, ON K4V 9B4
613-555-2020

Encl.